

# **Mobile Construction Punchlist**

## **Version 2.0**

### **User Guide**

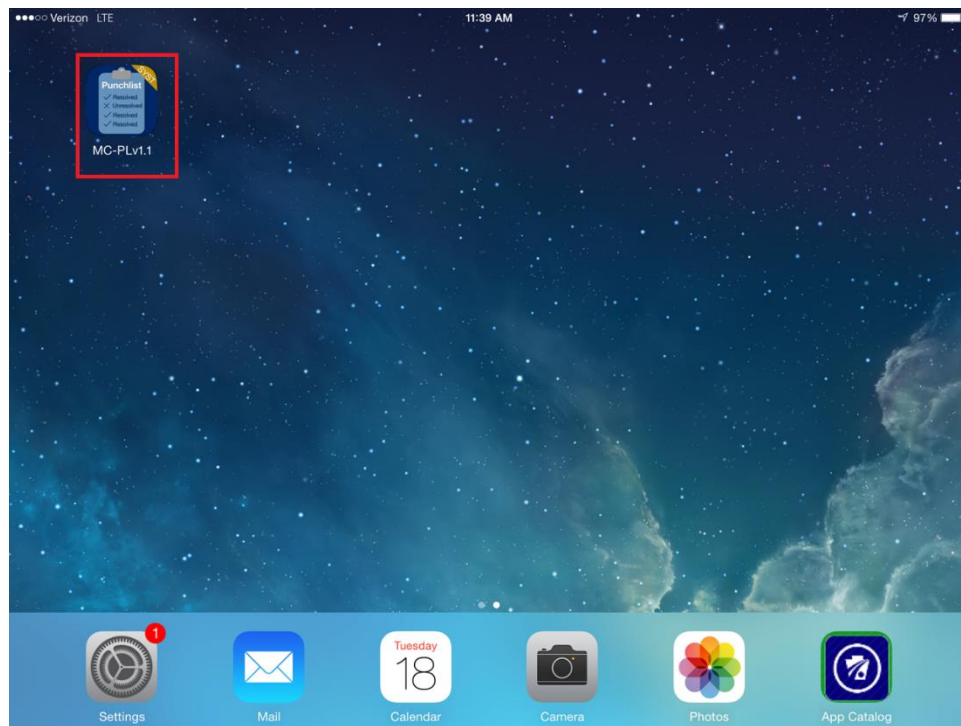
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## Launching the MC Punchlist App

To launch the MC Punchlist app after you have installed it, click the MC Punchlist app icon on your home screen.



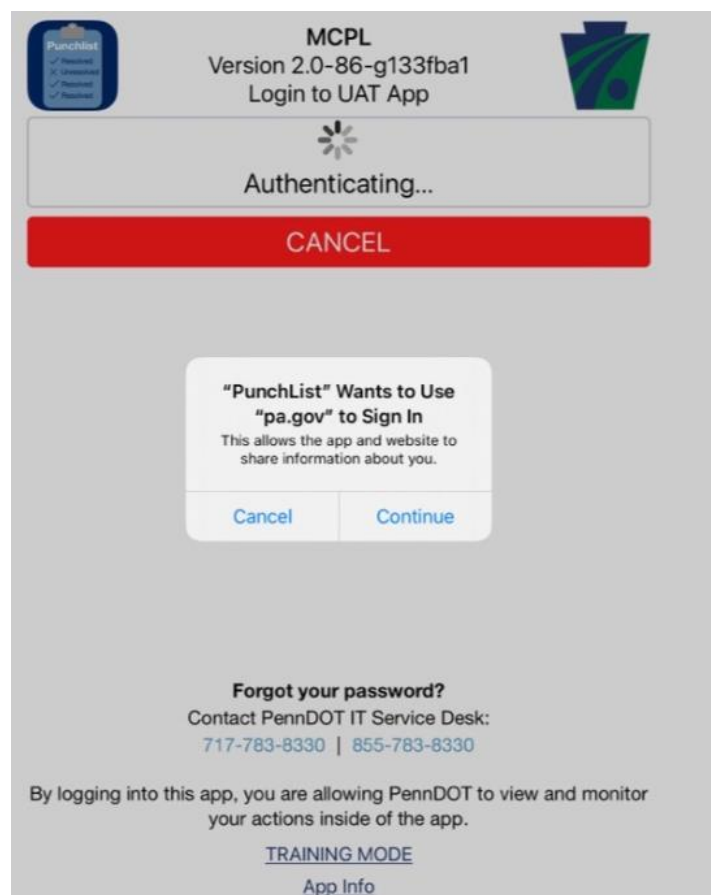
## Log In/Log Out

### Log In

After you launch the MC Punchlist app, you will be presented with a log in screen. To access the MC Punchlist app, Tap on **Login** and then tap Continue on the pop-up box that appears after tapping on Login.



Tap **Continue** on the pop-up box that appears after tapping on Login



Then, enter your CWOPA username and Password can tap the "Forgot Password" button for assistance options.

Cancel oidcservice.syst.pa.gov AA ↻

### PennDOT Mobile Construction Apps

PennDOT (CWOPA)

Business Partner (B-)

c-diasteve

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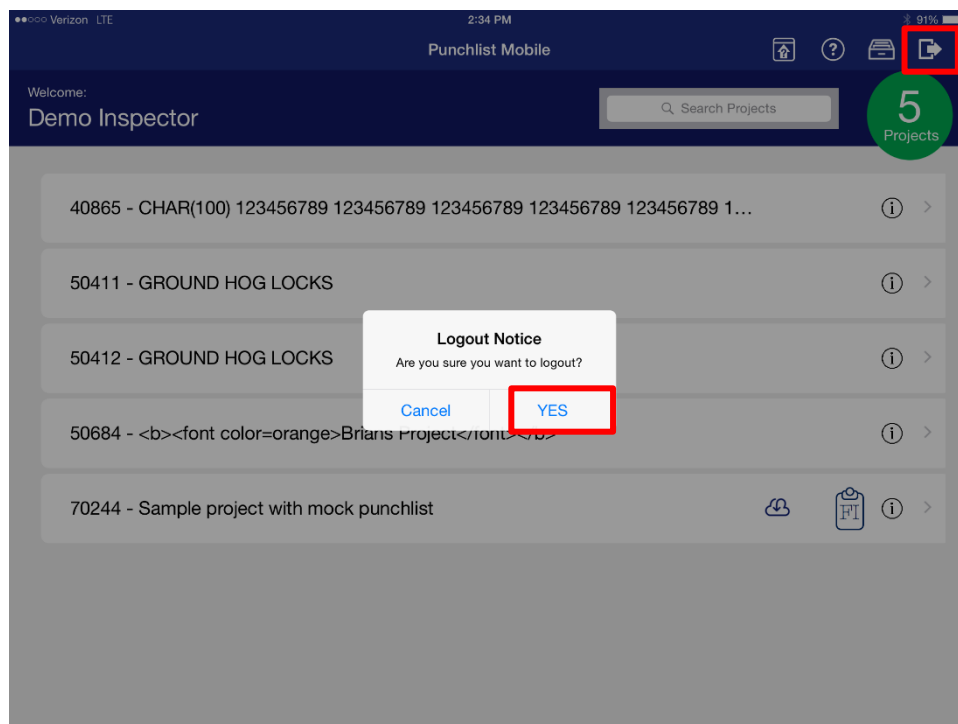
CLEAR

LOGIN

Forgot your password?  
Contact PennDOT IT Service Desk  
[717-783-8330](tel:717-783-8330) | [855-783-8330](tel:855-783-8330)

## Log Out

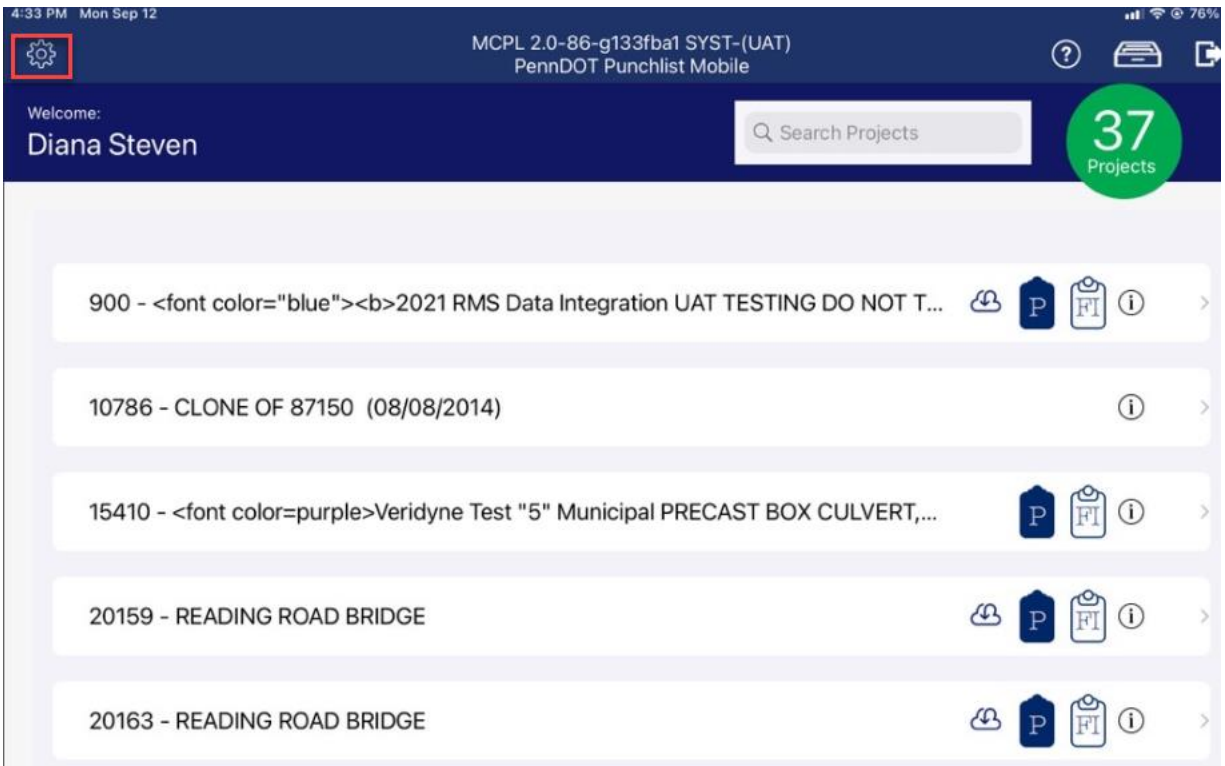
To log out of the MC Punchlist app, click the “Log Out” button in the upper right hand corner of the screen.



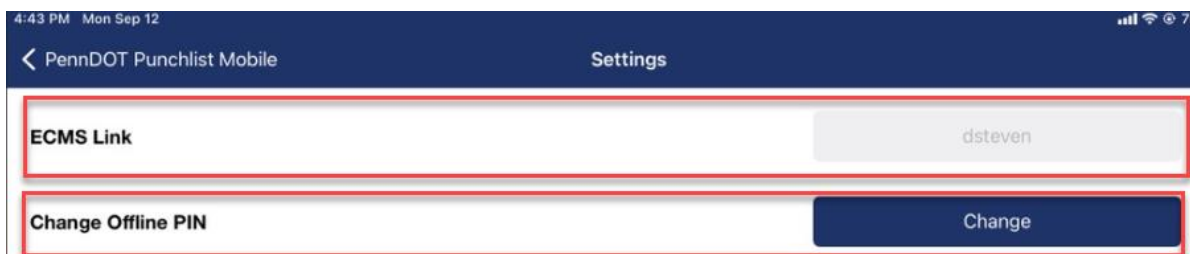
On the pop up that is displayed, click “YES” to be logged out of the app.

## Settings

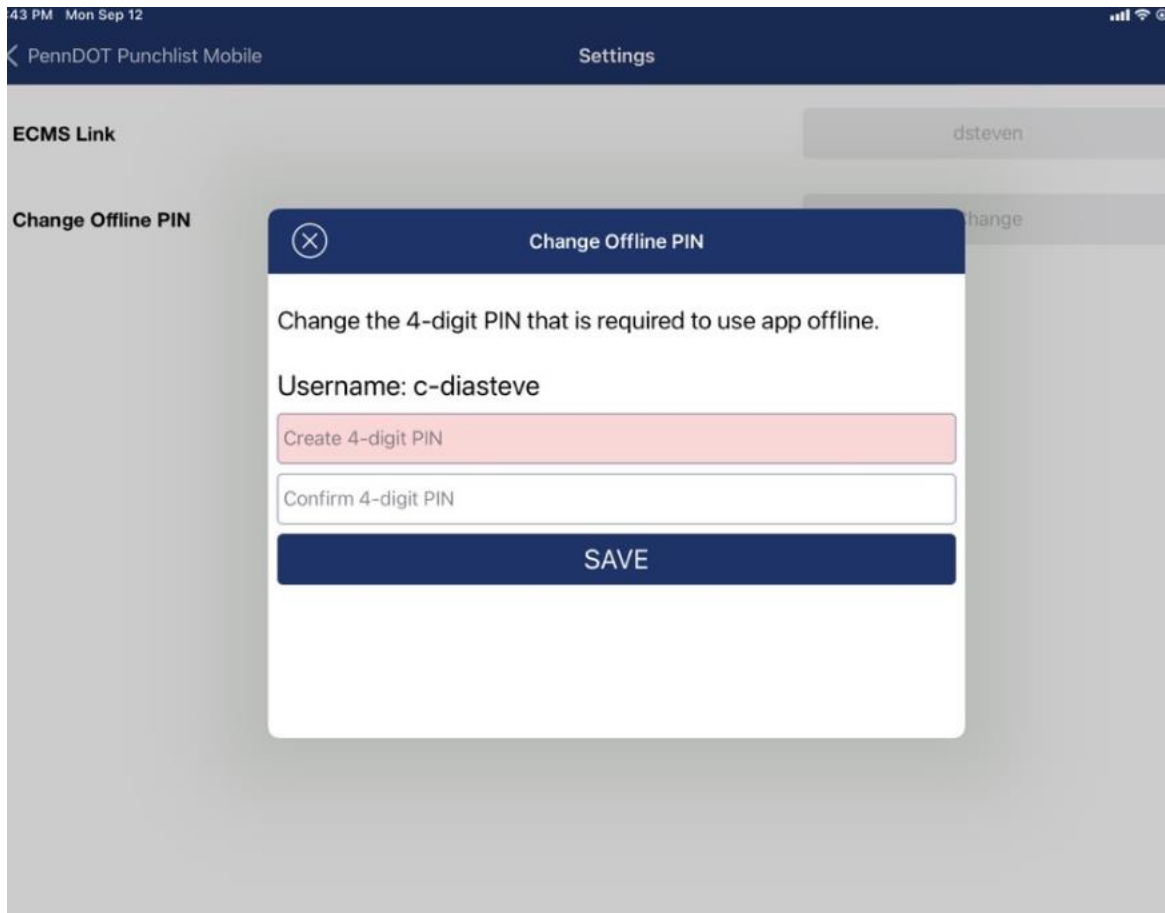
Settings Icon on the dashboard helps top set and or change 'Offline Pin for the Device'. It also displays ECMS User ID that the app is linked to



After Tapping on the Settings Icon, users will see the option to 'Offline Pin for the Device' and also notice the ECMS User ID that the MCPL app is linked to.



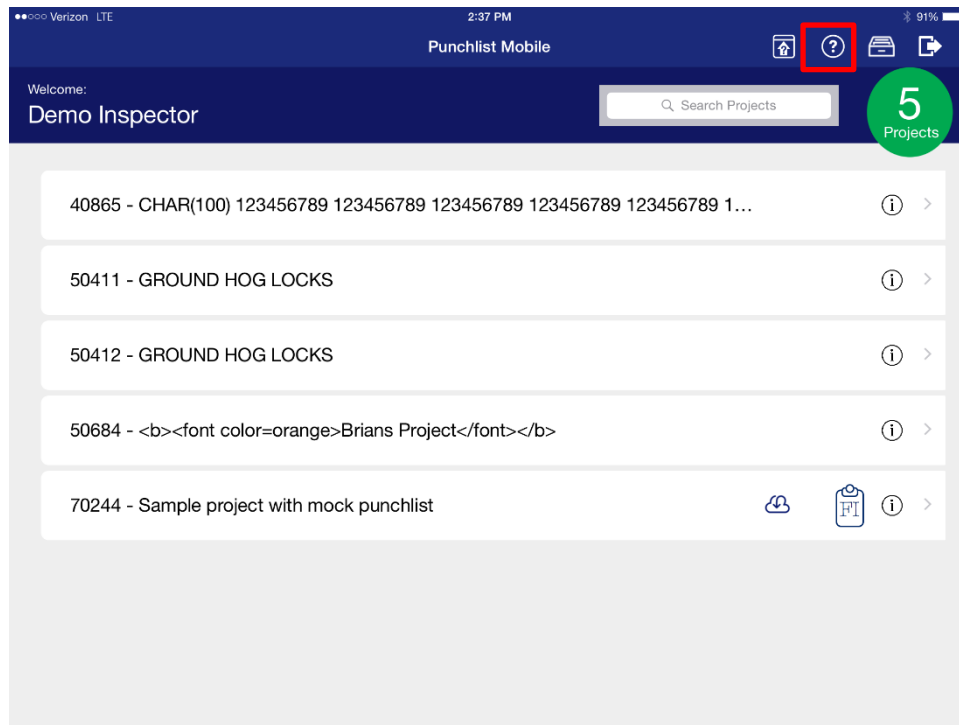
Offline Pin for the Device must be a 4-digit pin, once this is set; Device will prompt the user to enter this Pin to login to the App when the device is Offline (not connected to WIFI/Cellular Data):



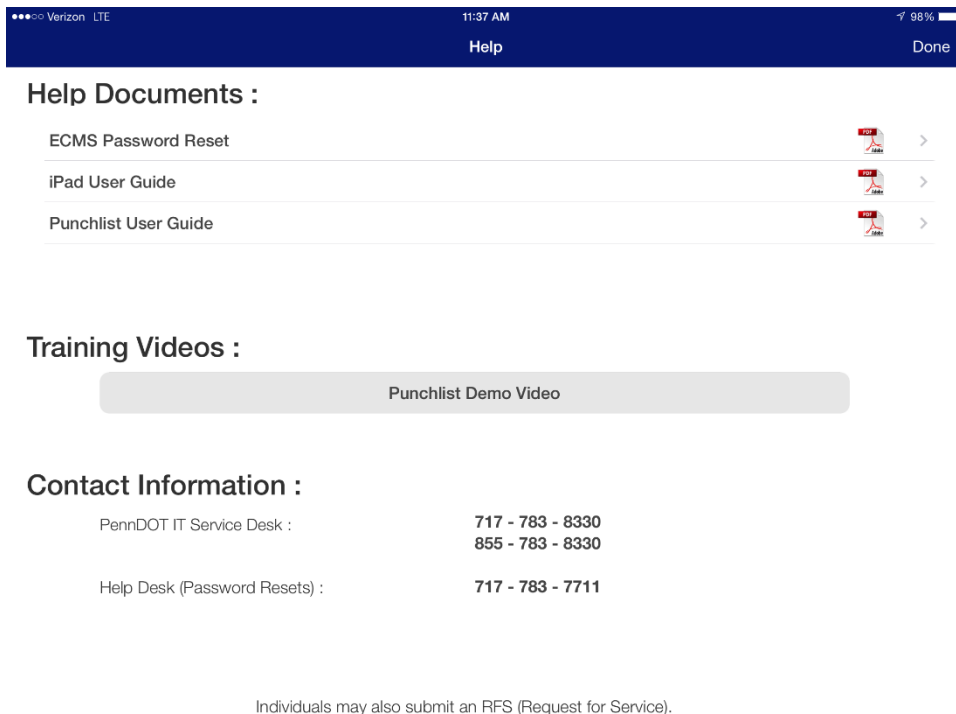
## Help

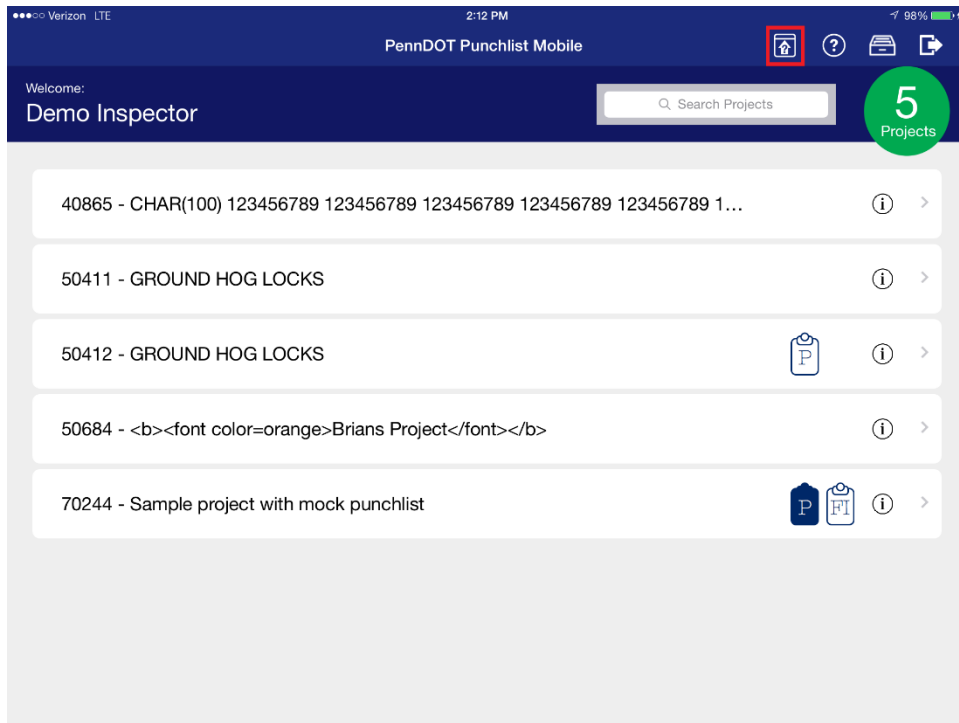
### Help Documents and Contact Information

The help function is available throughout the MC Punchlist app by clicking the question mark button in the upper right hand corner.



Once clicked, help documents and contact information are displayed.





## Data Status

Throughout the app, icons are used to represent the status of data in the app. These icons and their meanings are outlined below:



Already synced to server



Validation Errors



Edited, needs to be synced to server



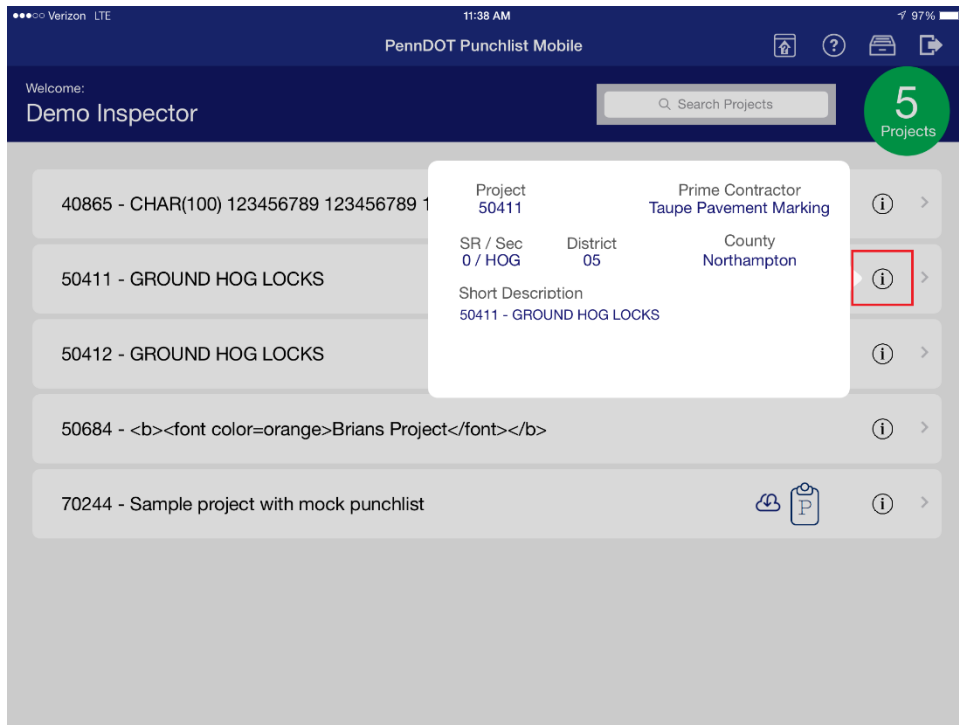
Sync errors

## Project List Screen

Upon log in, you will be taken to the Project List screen. On this screen, you can view all projects to which you have access in ECMS. Each project lists the ECMS number and Project name.

## Additional Project Information

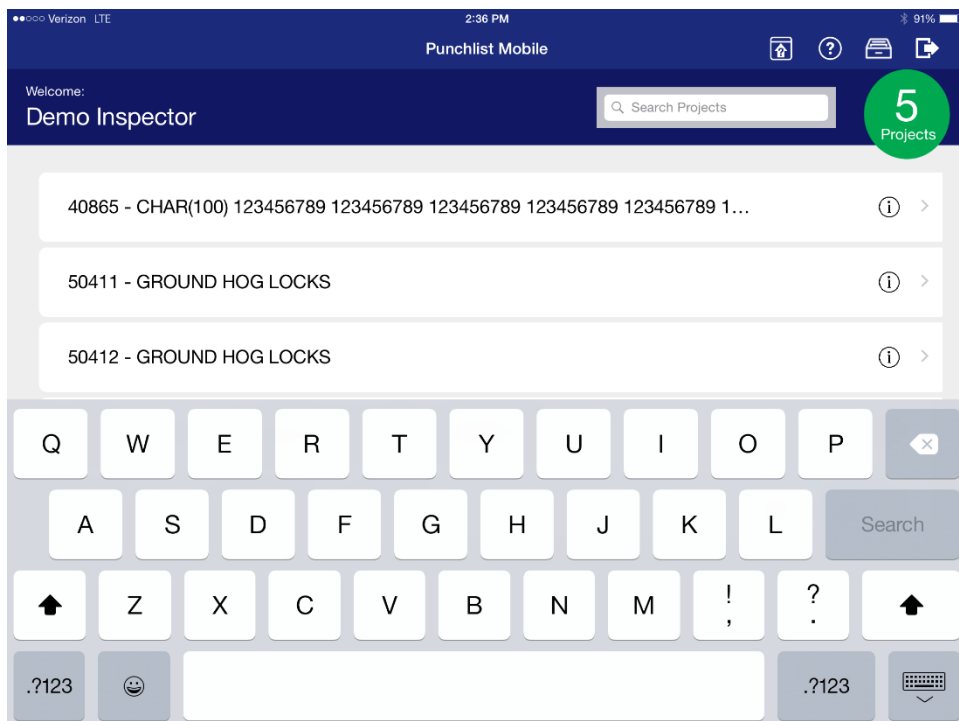
In addition to the ECMS Number and Project name, tap the info icon to view the Prime Contractor, SR/Section, District, County and Short Description for the project.



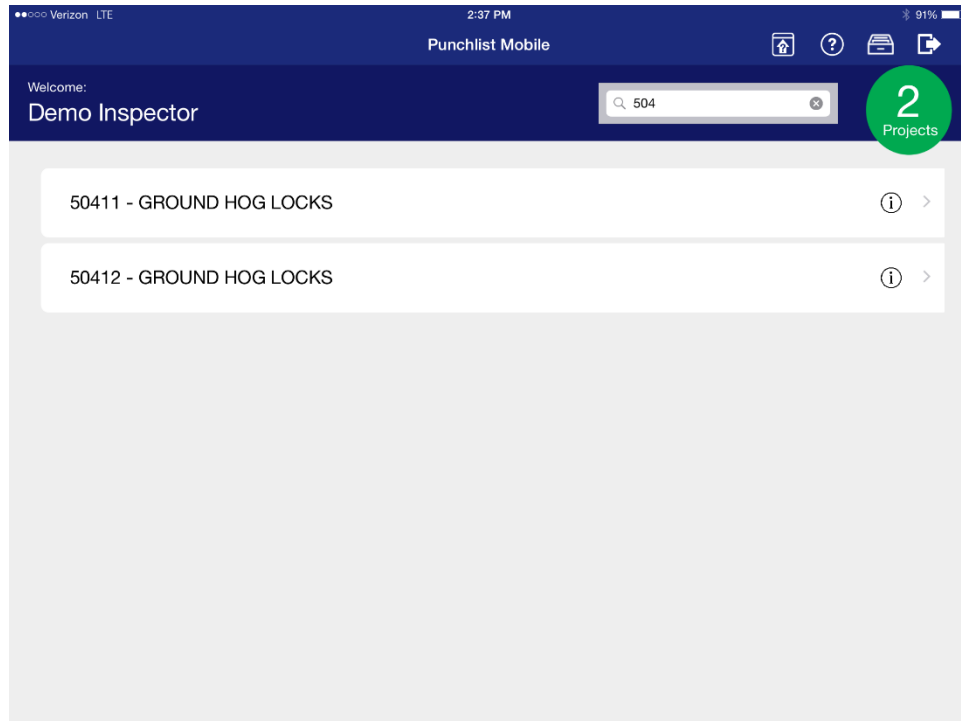
## Searching Projects

The Project List Screen includes a search function for quickly filtering your list of projects if it becomes large. Searched project information includes the ECMS number, Name, State Route and Section.

To perform a search, tap in the search box to bring up the keyboard.

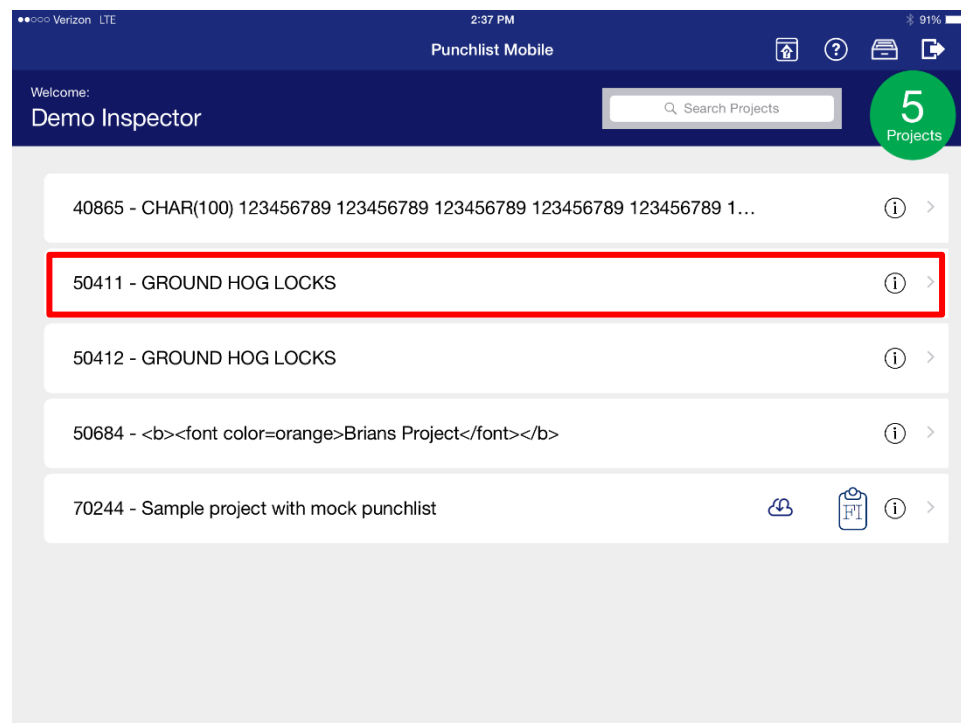


Then, simply begin typing characters present in your desired project. The list will adjust dynamically to quickly cull the list of projects.



## Selecting a Project

To select a project, click anywhere on the Project Information. This will take you to the Punchlist Dashboard screen for the project.



Punchlist/Final Punchlist Indicators

Indicators for both Punchlist and Final Punchlist will display in line with each project, if applicable, to provide status without the need to open each project. If no icons are displayed, then no Punchlists exist for the project. Below, the state of each icon is outlined.

 Punchlist exists for project and is open

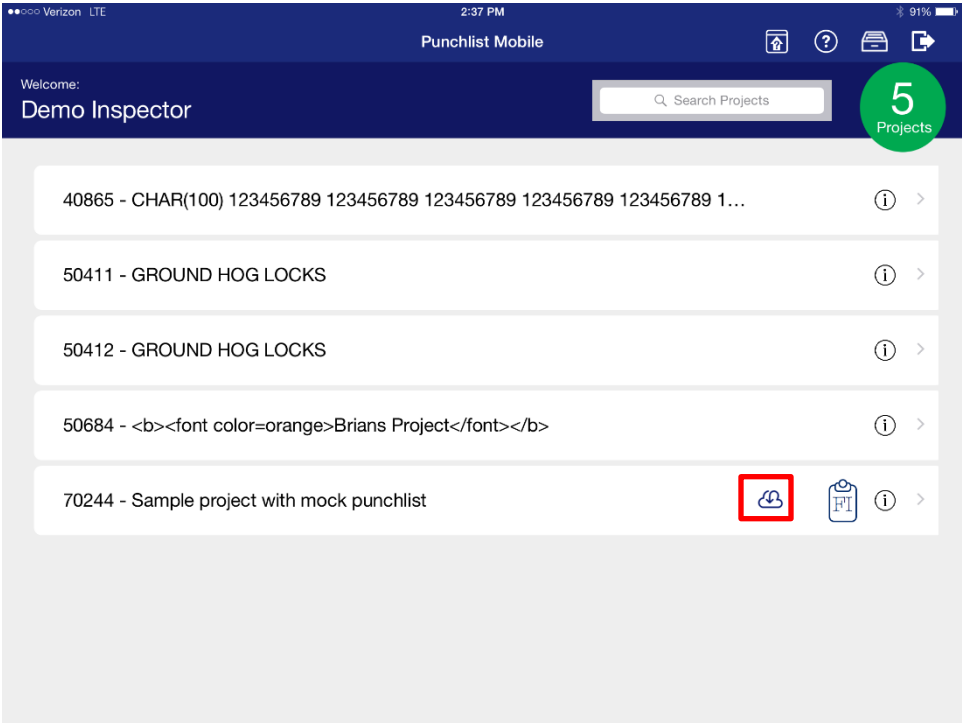
 Punchlist exists for project and is closed

 Final Punchlist exists for project and is open

 Final Punchlist exists for project and is closed

Refresh

At times, data may have been updated in ECMS while you are working in the Punchlist app. If this occurs and you navigate to the Project List screen, you will see a download icon in line with the project that has been changed.

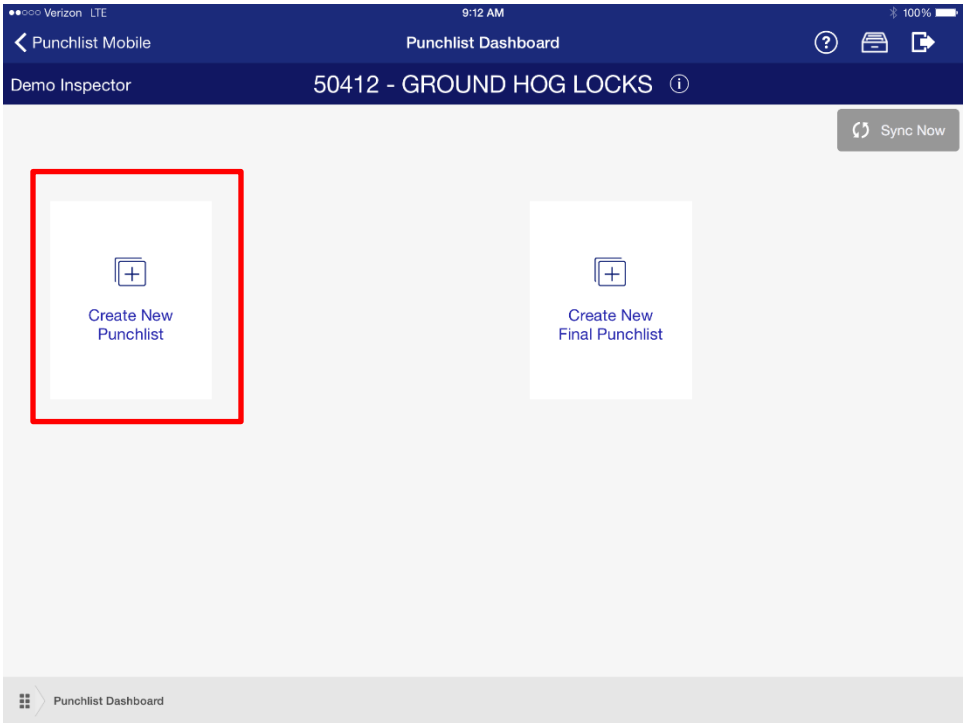


Then, when you access that project, it will be updated with the new data.

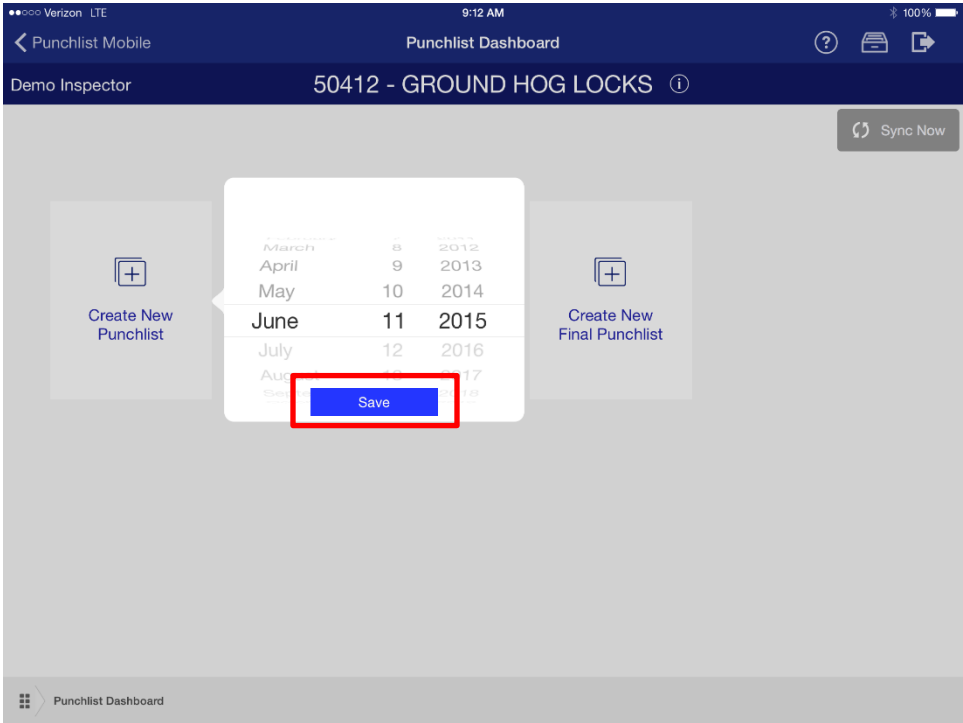
# Punchlist Dashboard

## Create New Punchlist

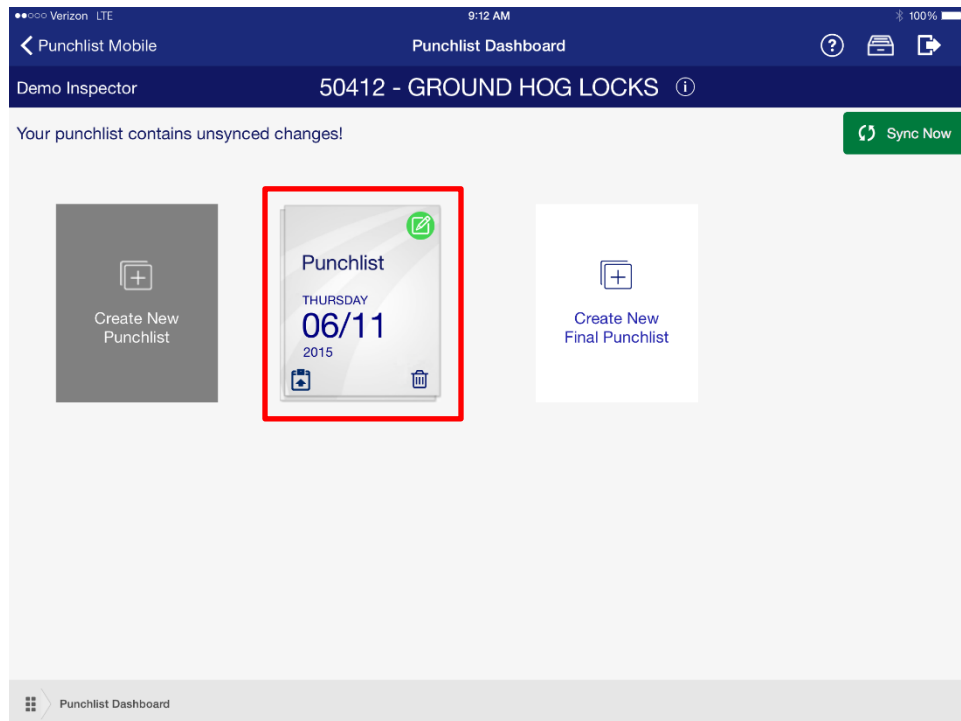
To create a new punchlist, tap on the “Create New Punchlist” button.



Then, select a date for the Punchlist and click Save.

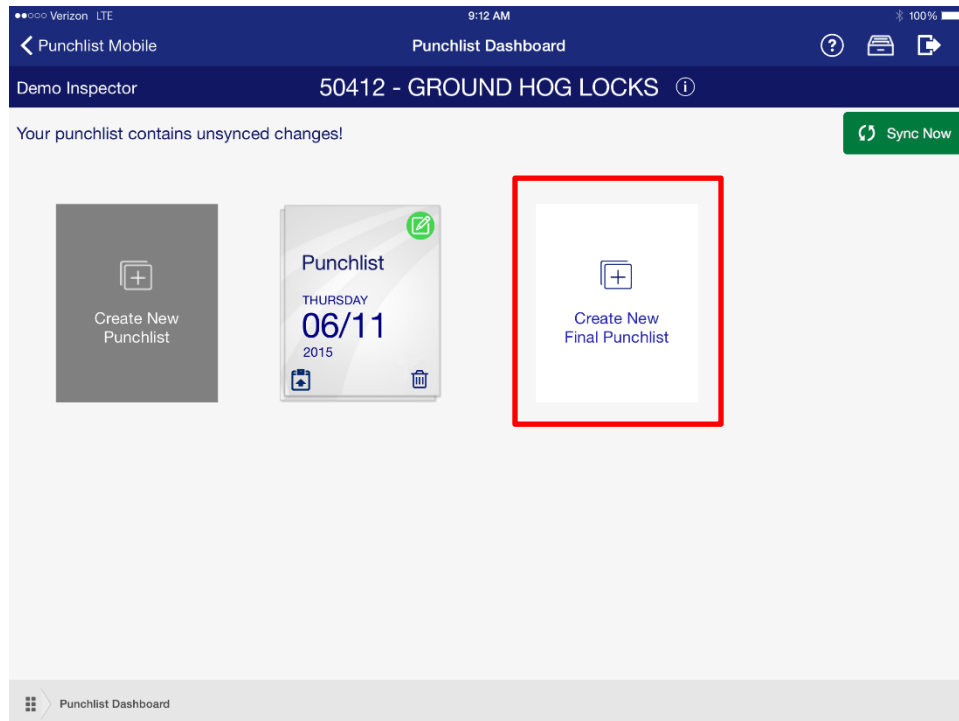


The new Punchlist will be displayed.



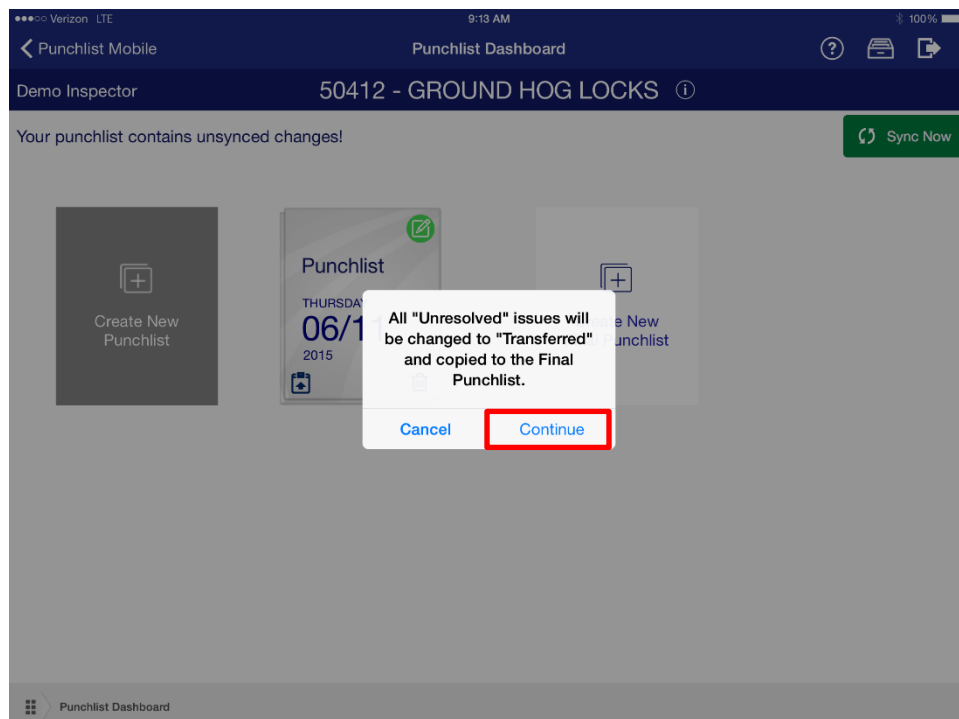
## Create New Final Punchlist

To create a new Final Punchlist, tap on the “Create New Final Punchlist” button.

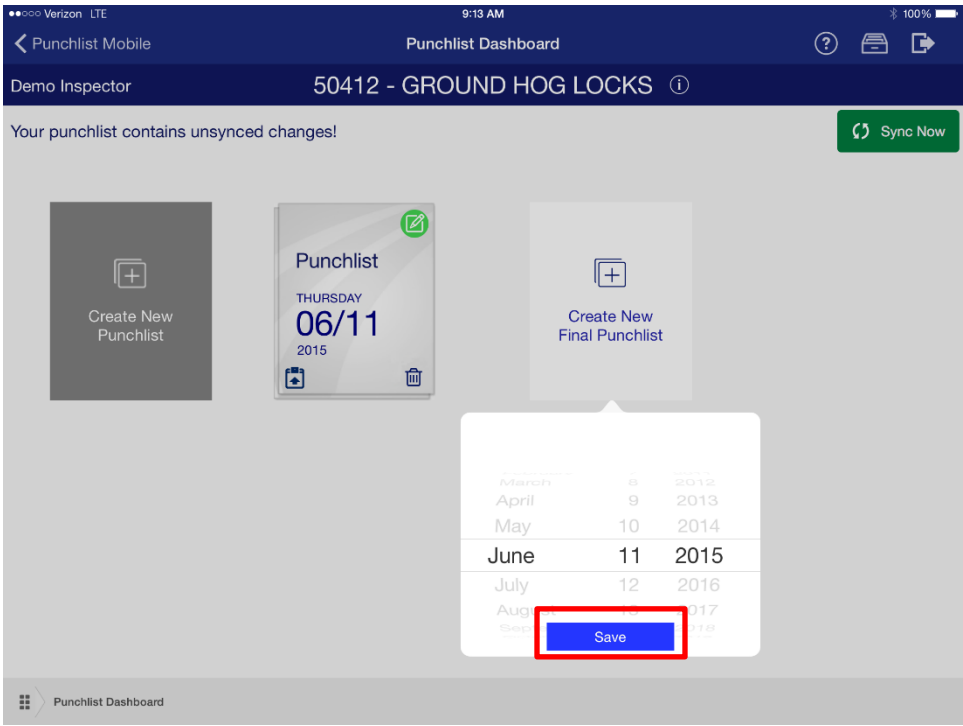


If there is an open Punchlist with unresolved discrepancies when you create a Final Punchlist, you will receive a notification indicating that all unresolved discrepancies will be moved from the Punchlist to the Final Punchlist. Select Cancel to stop creating the Final Punchlist or Continue to proceed.

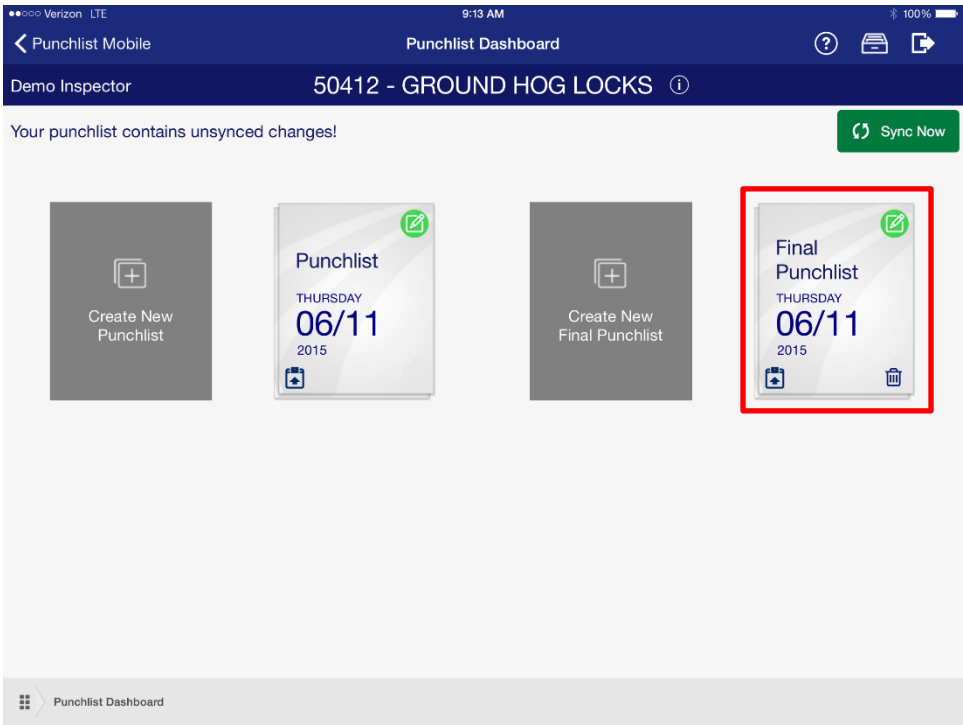
Note: In order to create Final Punchlist, user has to sync all the changes made by him in Initial Punchlist.



Select a date for the Final Punchlist and click Save.

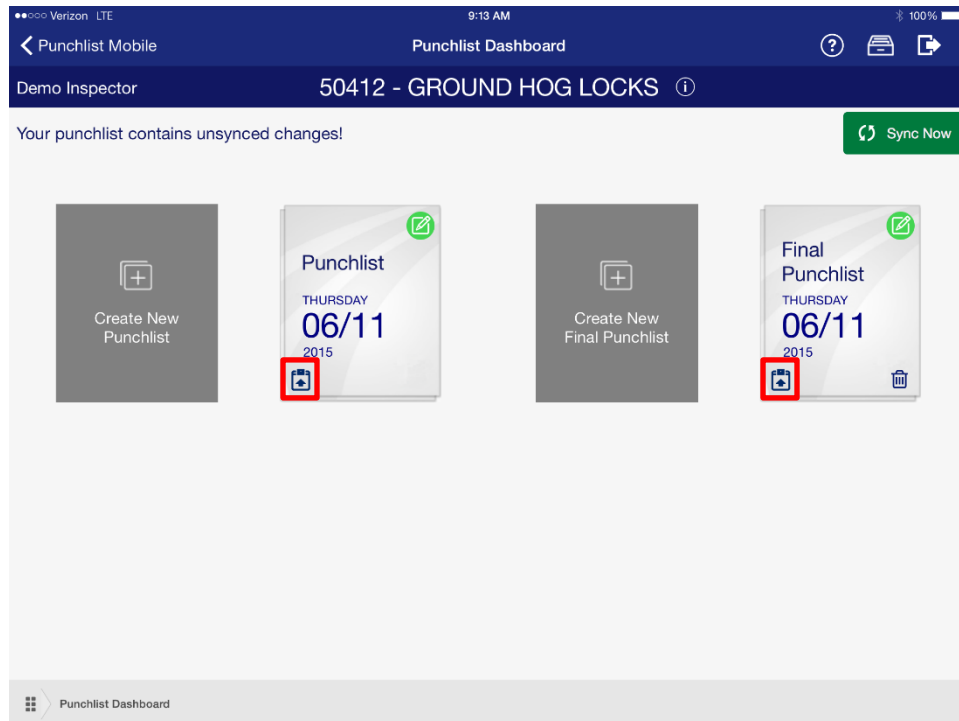


The new Final Punchlist will be displayed.

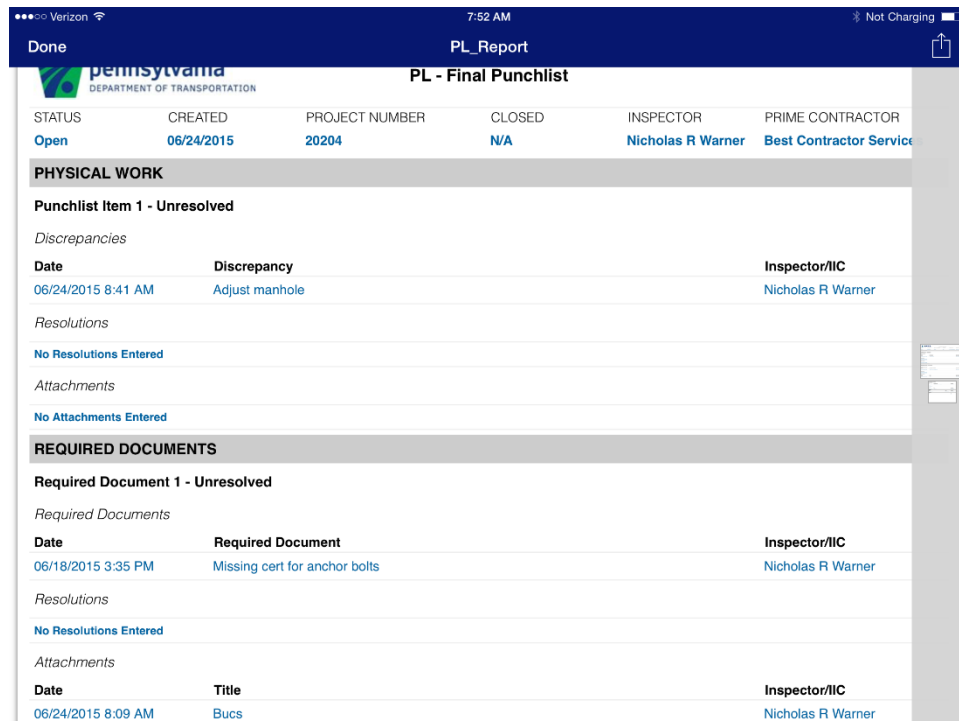


## Summary View

If you need a quick, one page summary of a Punchlist or Final Punchlist, tap on the Summary View icon.

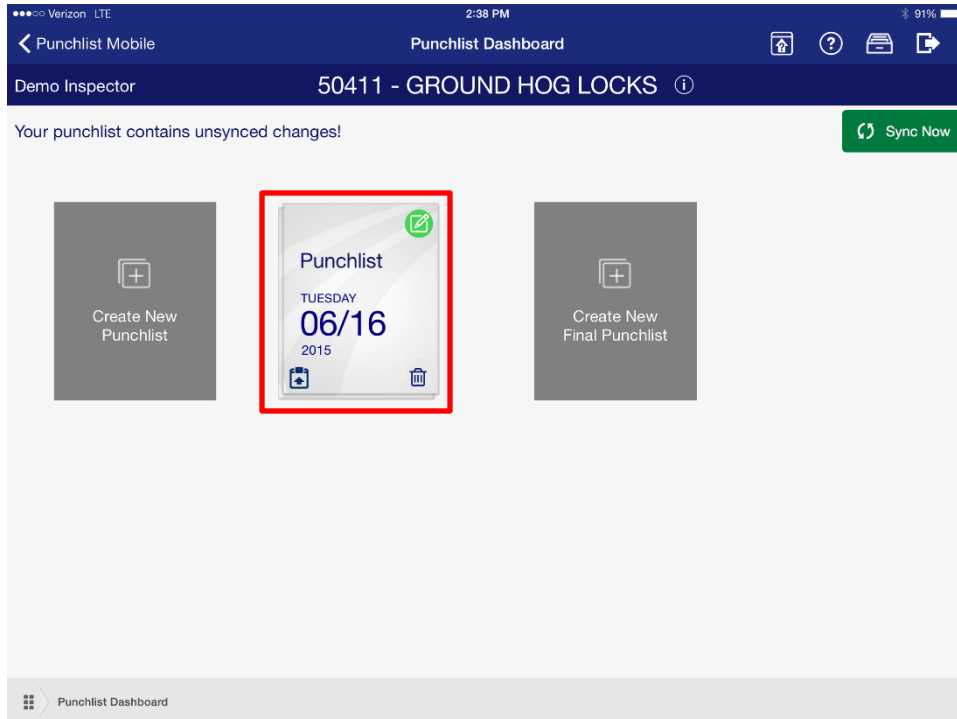


This will display a summary view containing all Punchlist information on one, scrollable screen.



## Selecting a Punchlist/Final Punchlist

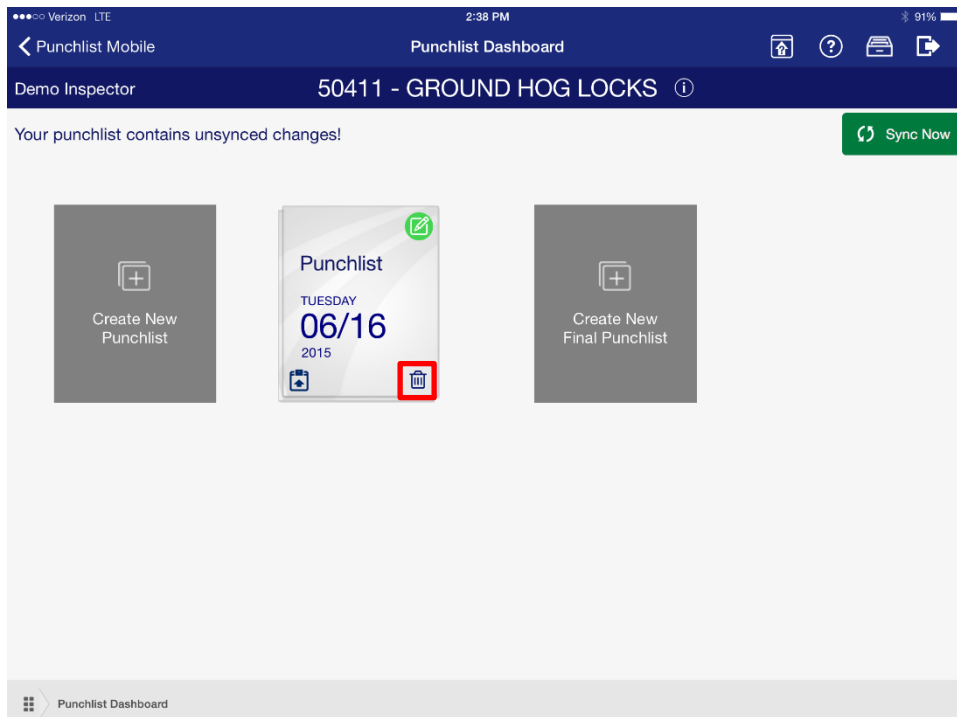
To select a Punchlist/Final Punchlist, simply tap on the applicable icon.



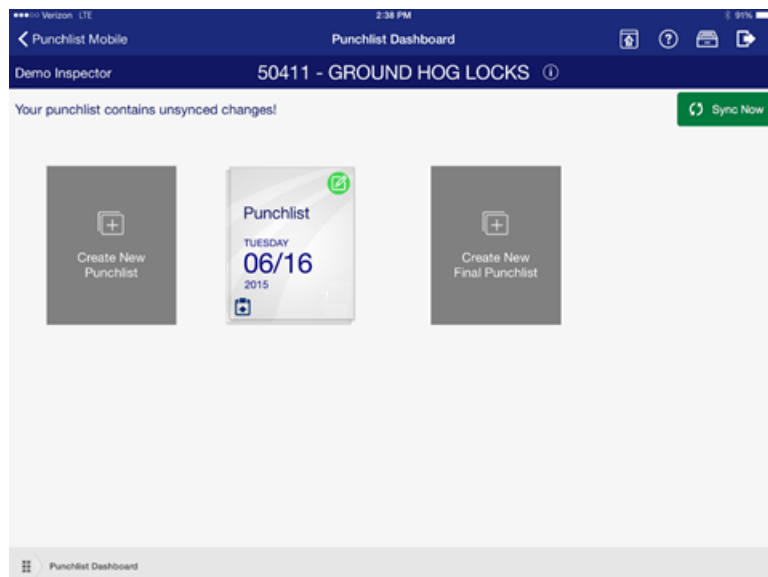
## Delete a Punchlist or Final Punchlist

To delete a Punchlist or Final Punchlist, tap the trash can button on the respective icon.

Please note: You CANNOT delete a closed Punchlist or Final Punchlist. If a Punchlist or Final Punchlist is unable to be deleted, the trash can button will not display, as seen on the Punchlist icon below.

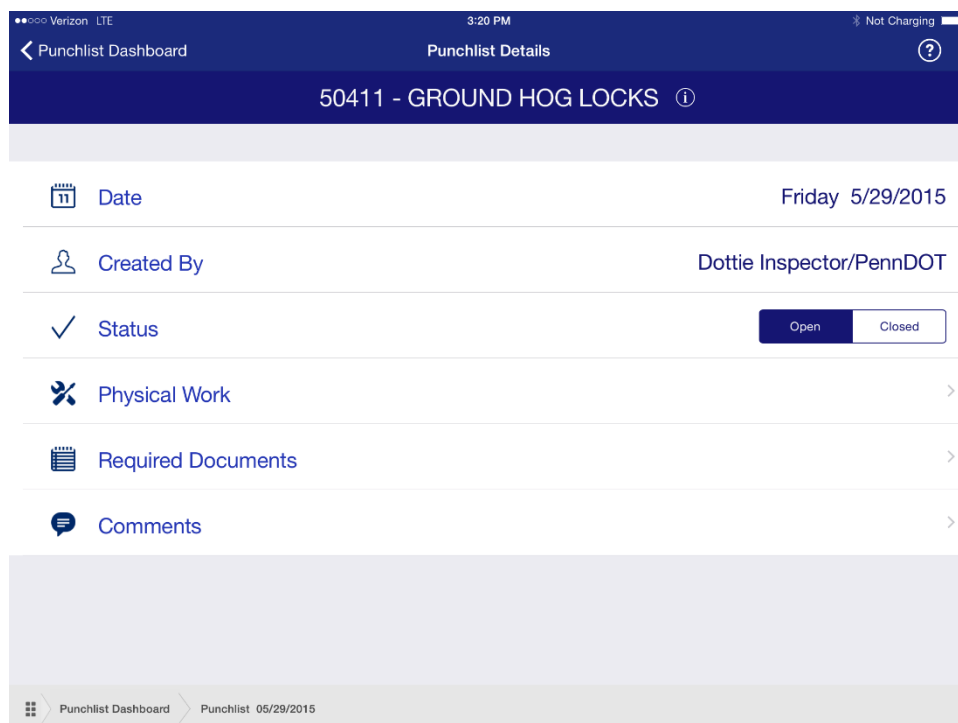


Please note: You CANNOT delete a closed or synced Punchlist. If a Punchlist or Final Punchlist is unable to be deleted, the trash can button will not display, as seen on the Punchlist icon below.



## Punchlist Details

After selecting a Punchlist, you will be taken to the Punchlist Details screen. This includes the Punchlist Date, who created it, the status of the Punchlist as well as access to Physical Work Items, Required Documents and Comments.



If you are accessing a Final Punchlist, there will also be an Attendees category.

Verizon LTE 2:46 PM Not Charging

Punchlist Dashboard Punchlist Details

50412 - GROUND HOG LOCKS ⓘ

**Date** Tuesday 6/16/2015

**Created By** Dottie Inspector/PennDOT

**Status**

**Physical Work** >

**Required Documents** >

**Comments** >

**Attendees** >

Punchlist Dashboard > Final Punchlist 06/16/2015

## Date

The date reflects what was chosen when the Punchlist was created. If you need to change the date, simply tap on the date, adjust it accordingly and tap Save.

Please Note: Once synced with ECMS, the date cannot be changed.

Verizon LTE 2:55 PM Not Charging

Punchlist Dashboard Punchlist Details

50411 - GROUND HOG LOCKS ⓘ

**Date** Tuesday 6/16/2015

**Created By** Dottie Inspector/PennDOT

**Status**

**Physical Work** >

**Required Documents** >

**Comments** >

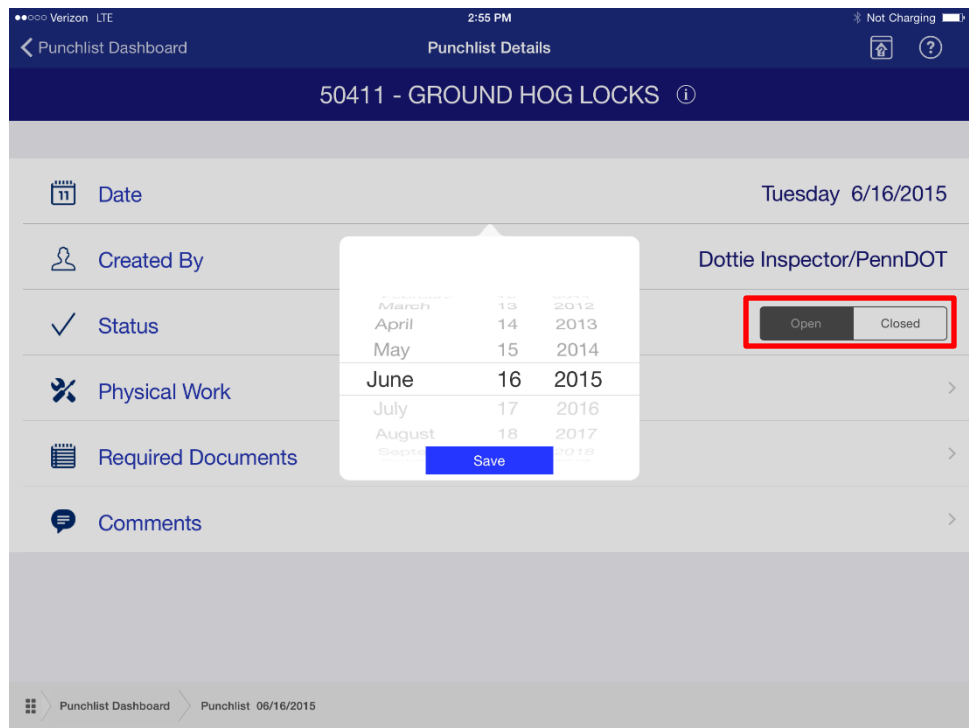
Punchlist Dashboard > Punchlist 06/16/2015

March 13 2012  
April 14 2013  
May 15 2014  
June 16 2015  
July 17 2016  
August 18 2017  
September 19 2018

Save

## Status

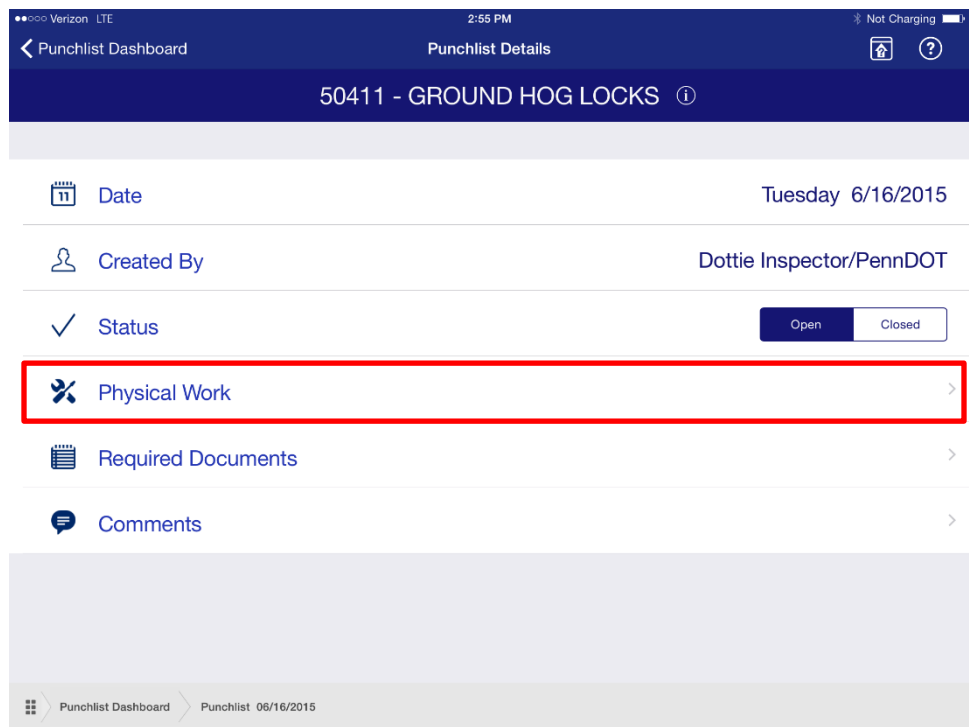
To change the Punchlist status, tap the appropriate state on the status button.



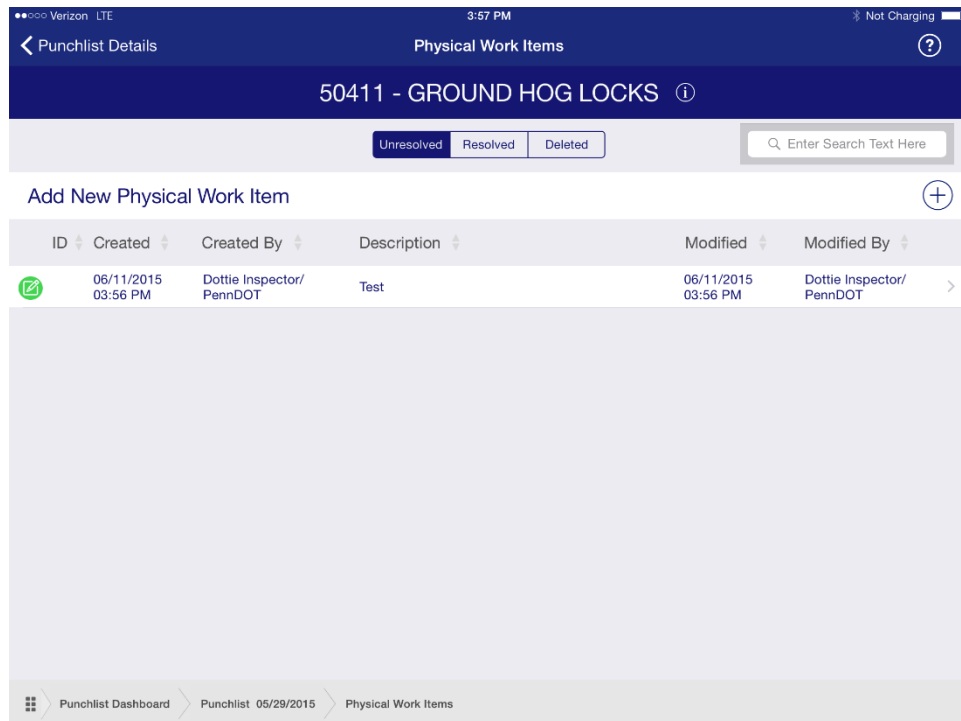
## Physical Work Items

### Accessing Physical Work Items

To access Physical Work Items, tap anywhere on the Physical Work row on the Project Details screen.

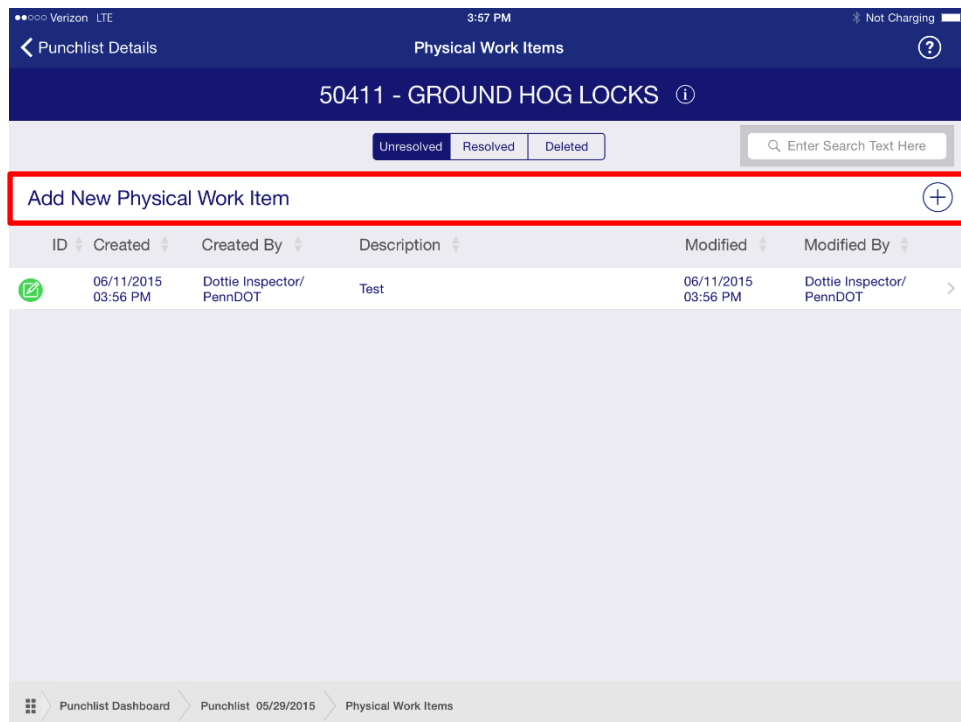


The Physical Work Items screen will be displayed.



## Creating a New Physical Work Item

To create a new Physical Work Item, tap anywhere on the “Add New Physical Work Item” row.



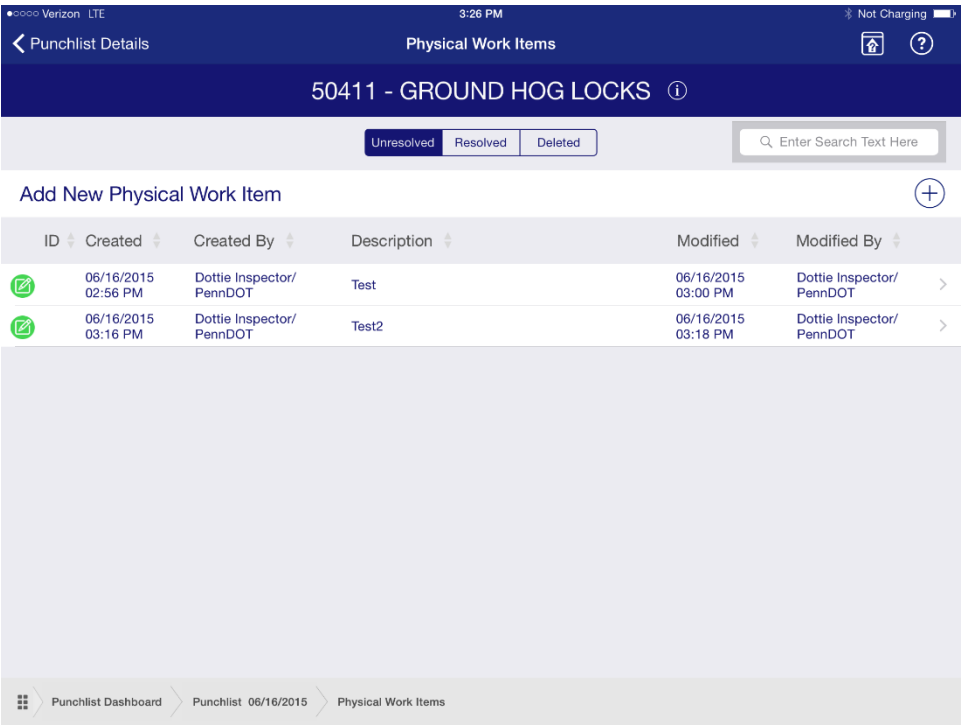
You will be taken to the Physical Work Item Details screen for the new item.

The screenshot shows the 'Physical Work Item Details' screen. At the top, the status bar indicates 'Verizon LTE', '3:16 PM', and 'Not Charging'. The app header includes a back arrow, 'Physical Work Items', the title 'Physical Work Item Details', and icons for home and help. Below the header, a dark blue bar displays 'Unsynced Physical Work Item' and a yellow circle with the text 'Unresolved'. The main area is split into two columns: 'Add New Discrepancy' with a plus icon and 'Add New Resolution' with a plus icon. Below these are two large, empty light blue rectangular areas labeled 'Discrepancy' and 'Resolution'. At the bottom, there is a link for 'Attachments (0)' with a right arrow, and a breadcrumb trail: 'Punchlist Dashboard > Punchlist 06/16/2015 > Physical Work Items > Physical Work Item Details'.

In order for the Physical Work Item to be retained, you must add at least one discrepancy. To do so, tap on the “Add New Discrepancy” row. On the text window that displays, type in the discrepancy.

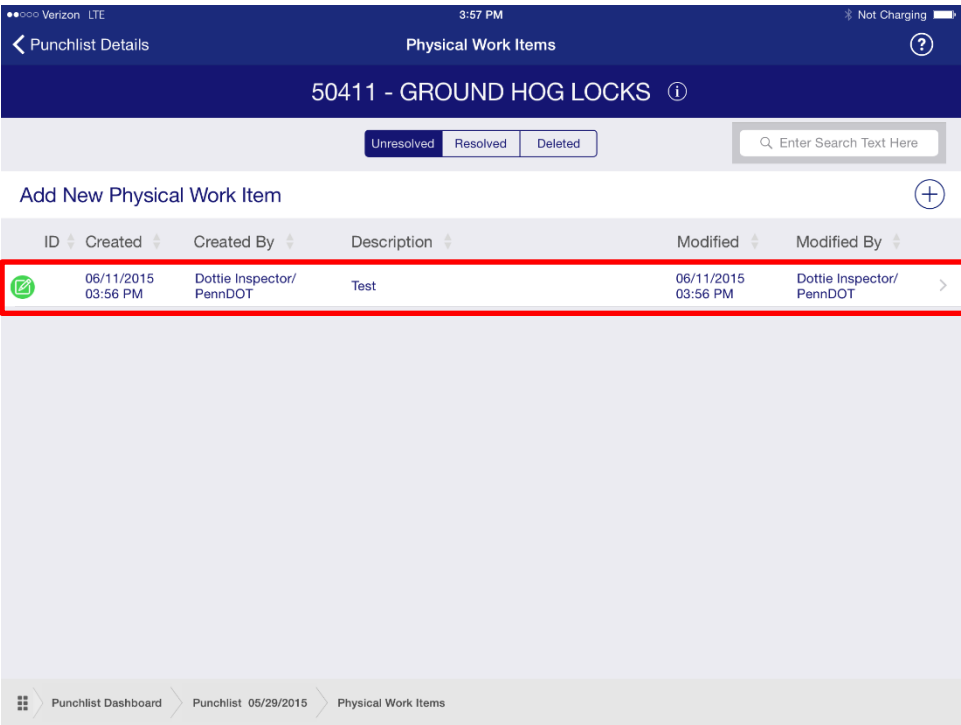
This screenshot shows the same 'Physical Work Item Details' screen, but with a text input field open over the 'Discrepancy' section. The input field contains the text 'Test2'. Above the field, a status bar shows '995 characters left' and a 'Done' button. The keyboard is visible at the bottom, with the text 'Test2' appearing above the numeric row. The rest of the screen, including the header, status bar, and resolution section, remains the same as in the previous screenshot.

When you navigate back to the Physical Work Items screen, the new item will be displayed in the list.



Editing a Physical Work Item

To edit an existing Physical Work Item, tap on its row from the Physical Work Items screen.



The Physical Work Item Details screen is displayed.

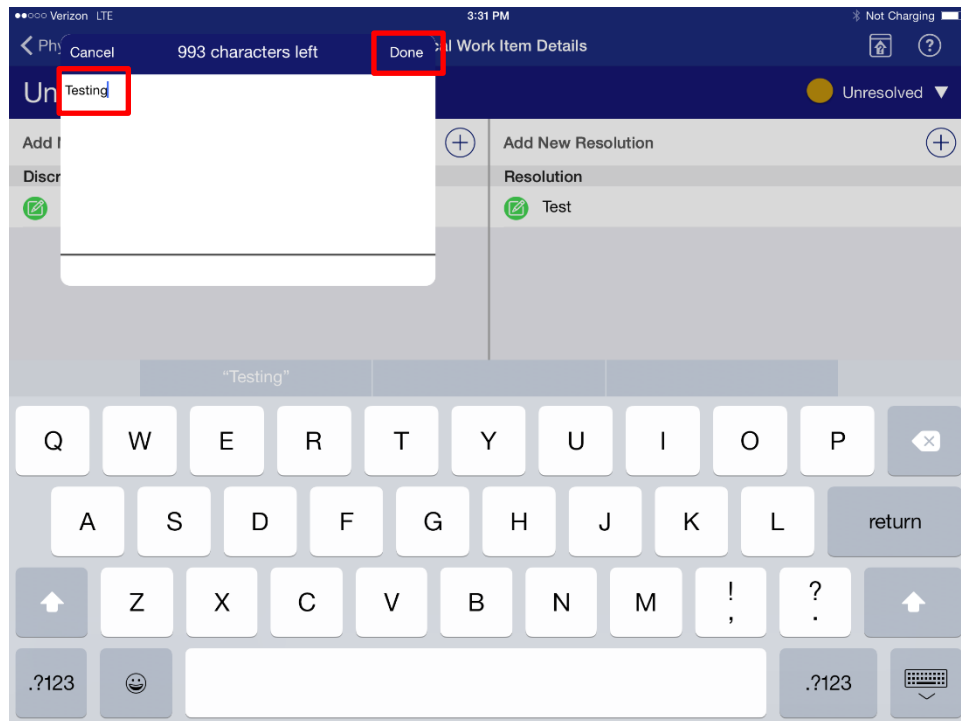
The screenshot shows the 'Physical Work Item Details' screen. At the top, the status bar indicates 'Verizon LTE', '3:02 PM', and 'Not Charging'. The app header has a back arrow, 'Physical Work Items', and 'Physical Work Item Details'. Below this, a dark blue bar says 'Unsynced Physical Work Item' with a yellow 'Unresolved' status indicator. The main area is split into two columns: 'Add New Discrepancy' and 'Add New Resolution', each with a plus icon. Below these are sections for 'Discrepancy' and 'Resolution', each containing a 'Test' entry with a green checkmark icon. At the bottom, there is an 'Attachments (0)' section with a right arrow, and a breadcrumb trail: 'Punchlist Dashboard > Punchlist 06/16/2015 > Physical Work Items > Physical Work Item Details'.

### Adding a new Discrepancy

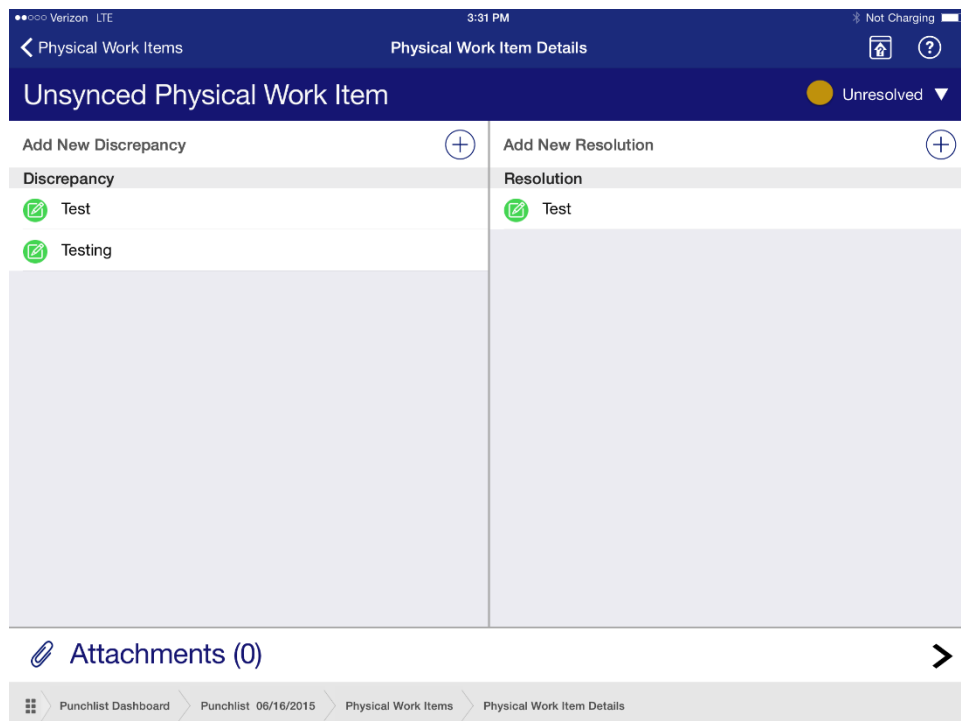
To add a new discrepancy, tap on the Add New Discrepancy button.

This screenshot is identical to the previous one, but the 'Add New Discrepancy' button, which includes a plus icon, is highlighted with a red rectangular box to indicate where the user should tap to add a new discrepancy.


On the text window that displays, enter the discrepancy. After you are finished, select Done.

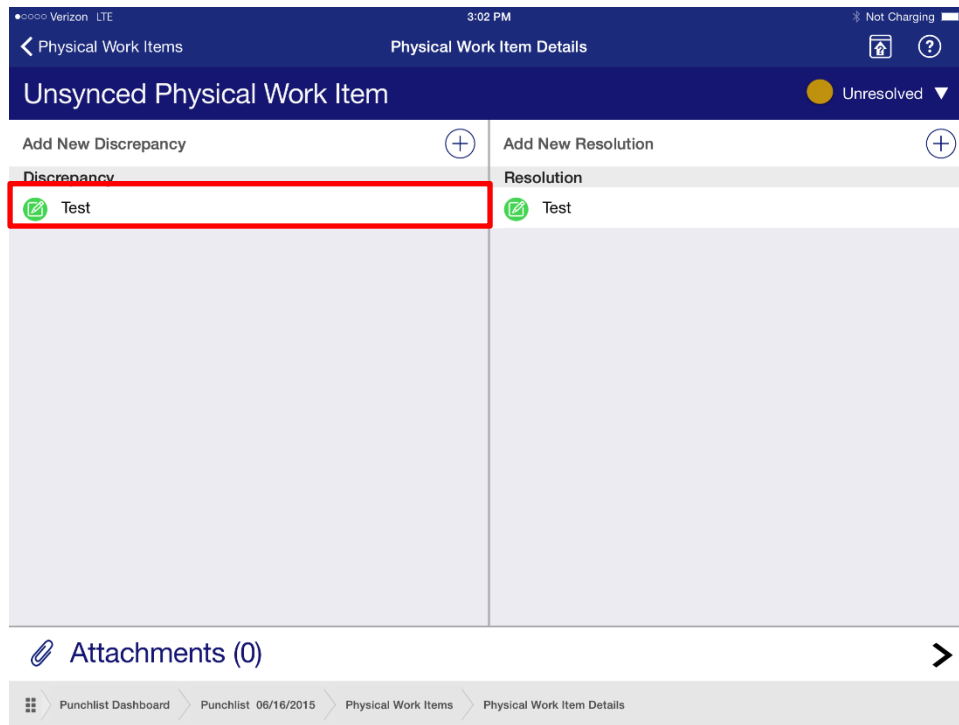


The new discrepancy will appear on the Physical Work Item Details screen.



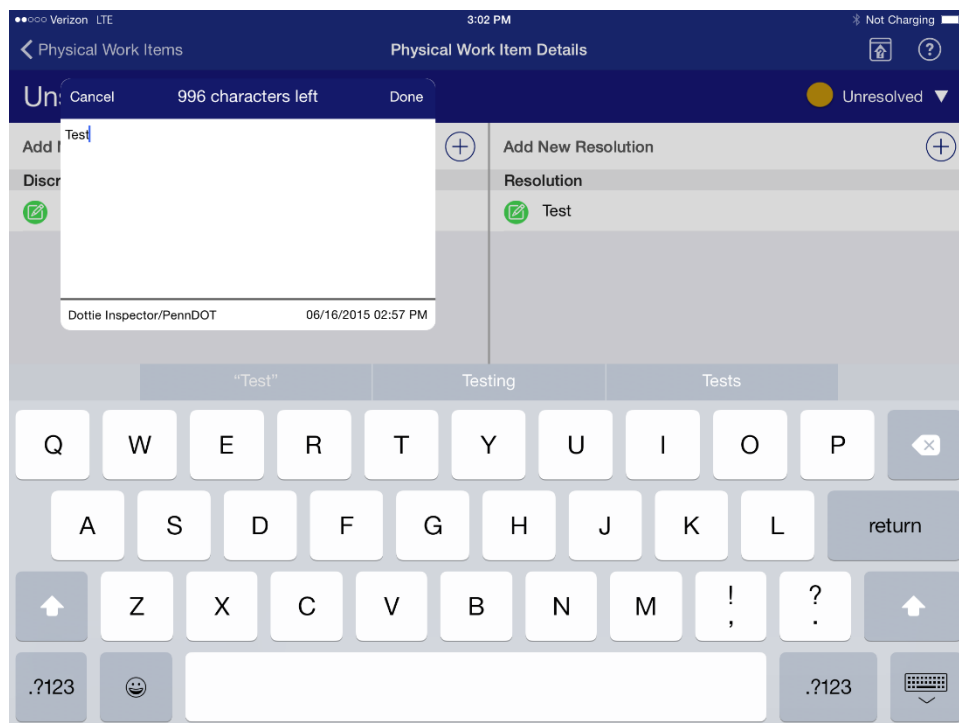
## Editing a Discrepancy

If a discrepancy has an editable icon  you can edit it by tapping on the respective row.



The screenshot shows the 'Physical Work Item Details' screen. At the top, there's a status bar with 'Verizon LTE', '3:02 PM', and 'Not Charging'. Below the status bar, the title 'Physical Work Item Details' is displayed. Underneath, there's a section titled 'Unsynced Physical Work Item' with a yellow circle and the text 'Unresolved'. The main area is divided into two columns: 'Add New Discrepancy' and 'Add New Resolution'. Each column has a '+' icon. Below these, there are rows for 'Discrepancy' and 'Resolution'. The 'Discrepancy' row has a green pencil icon and the text 'Test', which is highlighted with a red box. The 'Resolution' row also has a green pencil icon and the text 'Test'. At the bottom, there's a section for 'Attachments (0)' with a right arrow. A breadcrumb trail at the very bottom reads: 'Punchlist Dashboard > Punchlist 06/16/2015 > Physical Work Items > Physical Work Item Details'.

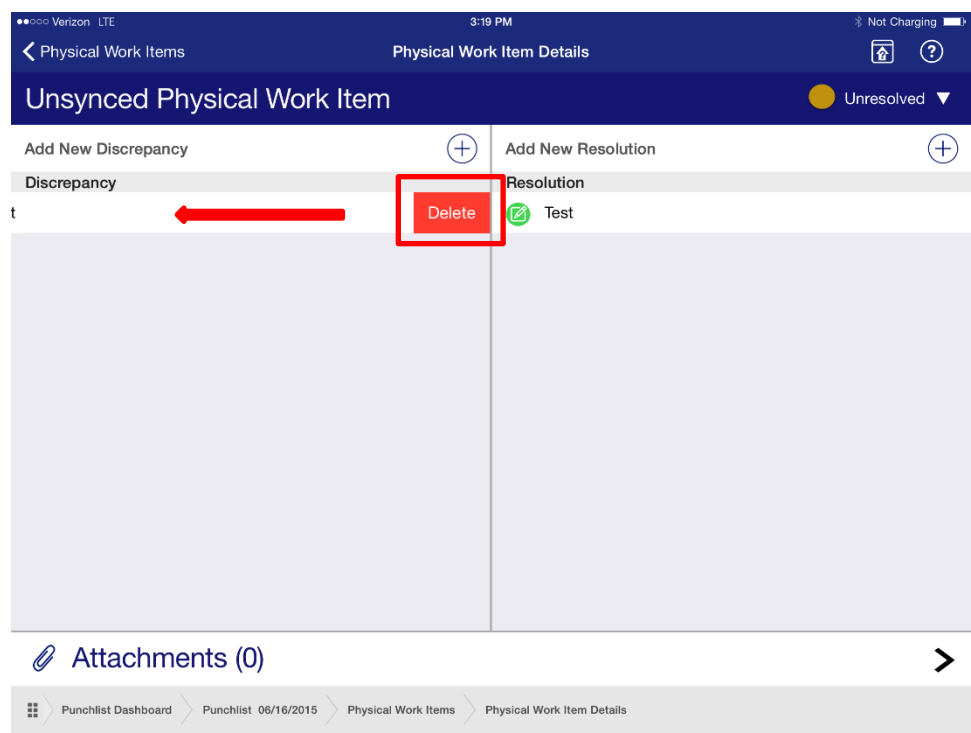
On the text window that is displayed, adjust the entry as necessary.



This screenshot shows the same 'Physical Work Item Details' screen, but with a text entry window open over the 'Discrepancy' row. The text entry window has a title bar with 'Un:', 'Cancel', '996 characters left', and 'Done'. It contains the text 'Test' and a timestamp 'Dottie Inspector/PennDOT 06/16/2015 02:57 PM'. Below the text entry window, a keyboard is visible with the word 'Test' highlighted in the search bar. The keyboard has a standard QWERTY layout with a 'return' key and a 'done' key. The background of the screen is dimmed, showing the same 'Physical Work Item Details' interface as the previous screenshot.

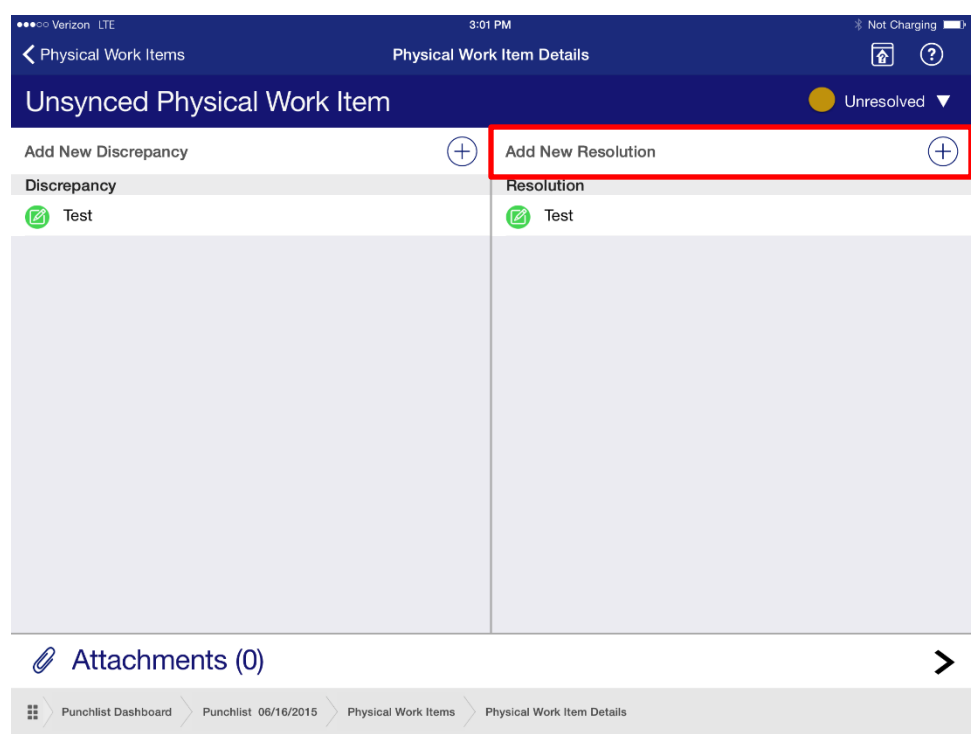
Deleting a Discrepancy

To delete a Discrepancy, swipe the row from right to left to reveal the delete button. Tap the delete button to delete the discrepancy.

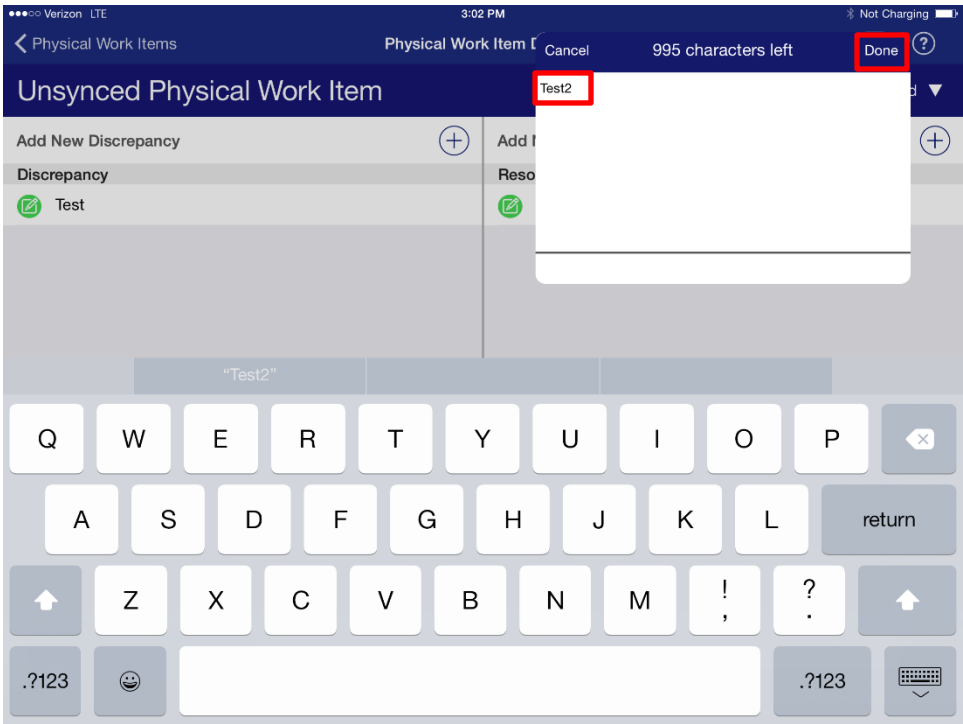


Adding a new Resolution

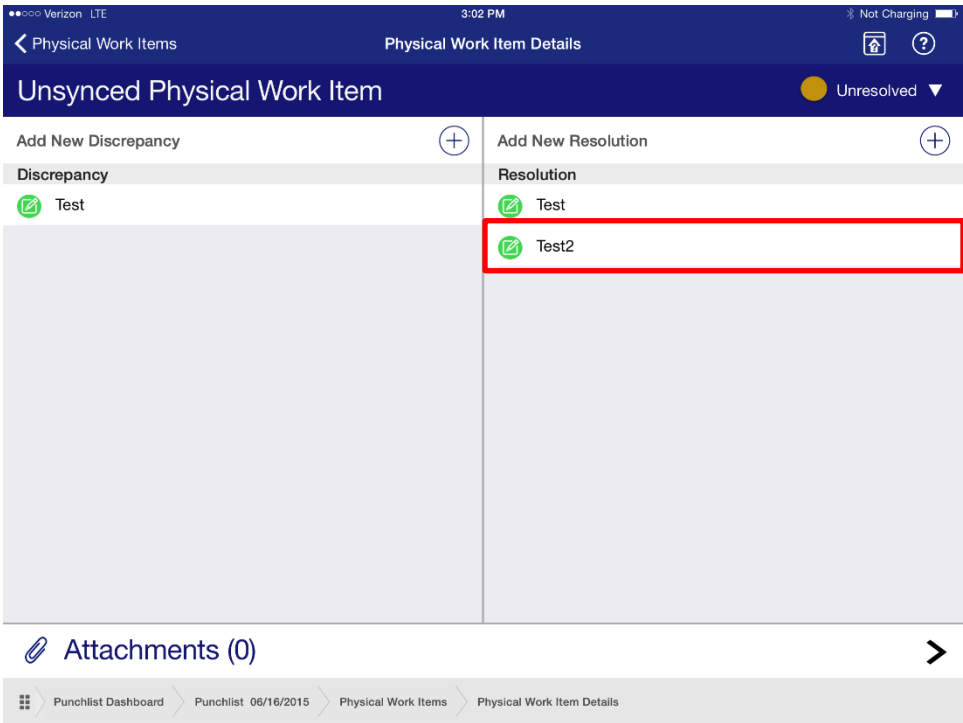
To add a new resolution, tap on the Add New Resolution row.



On the text window that displays, enter the resolution description and tap Done.



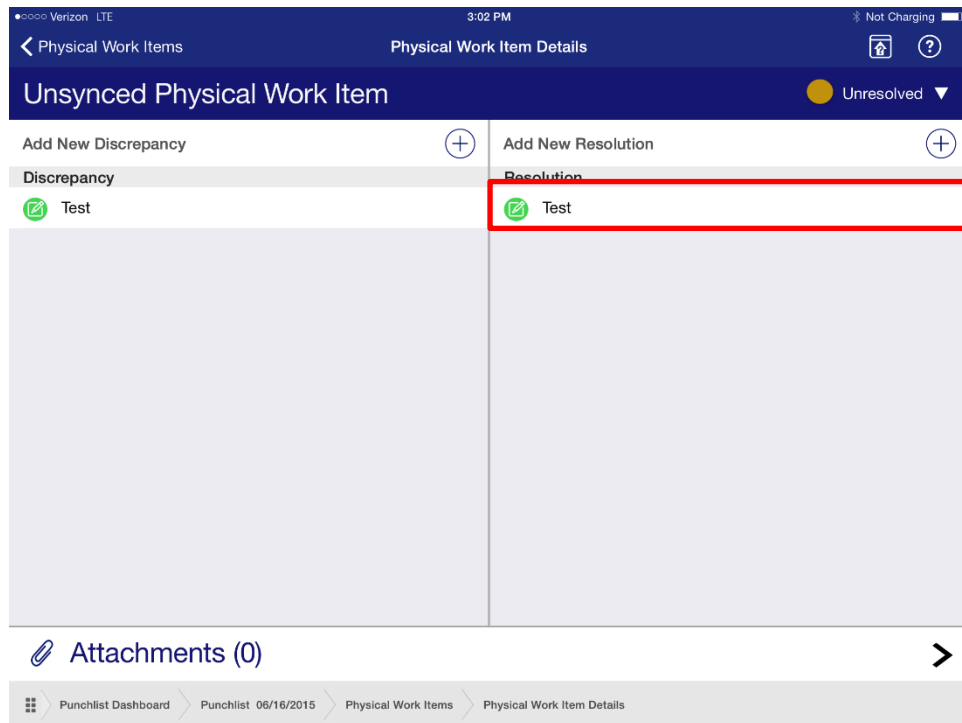
The new resolution will display on the Physical Work Item Details list.



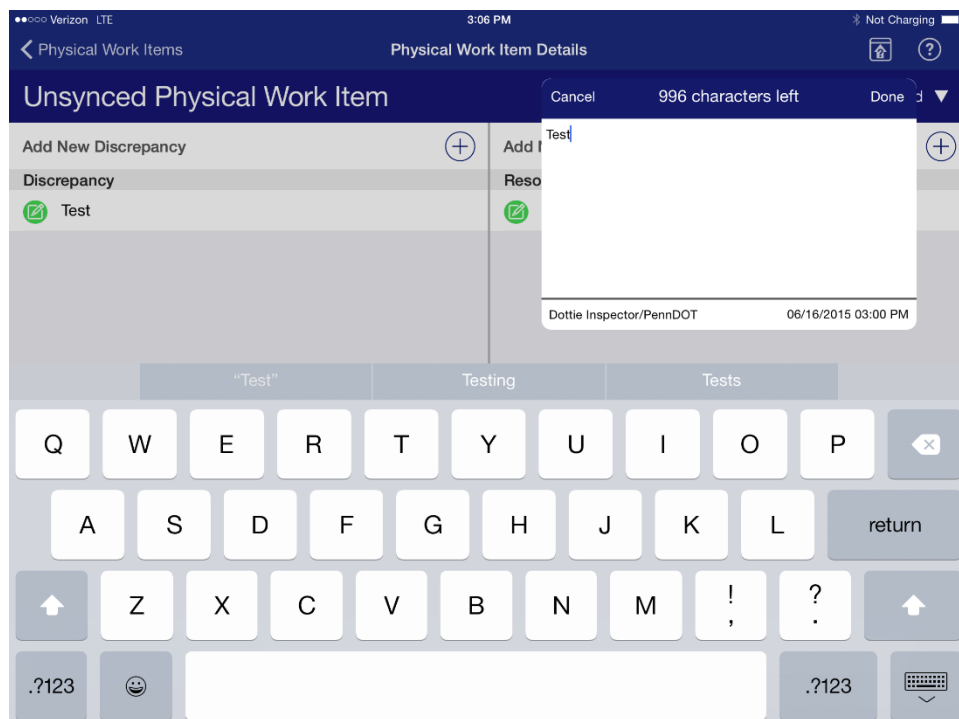
## Editing a Resolution

From the Physical Work Item Details screen, tap on the resolution to be edited.

Remember, the resolution must be displaying the editable icon. If the resolution has already been synced to ECMS, you will not be able to change it.

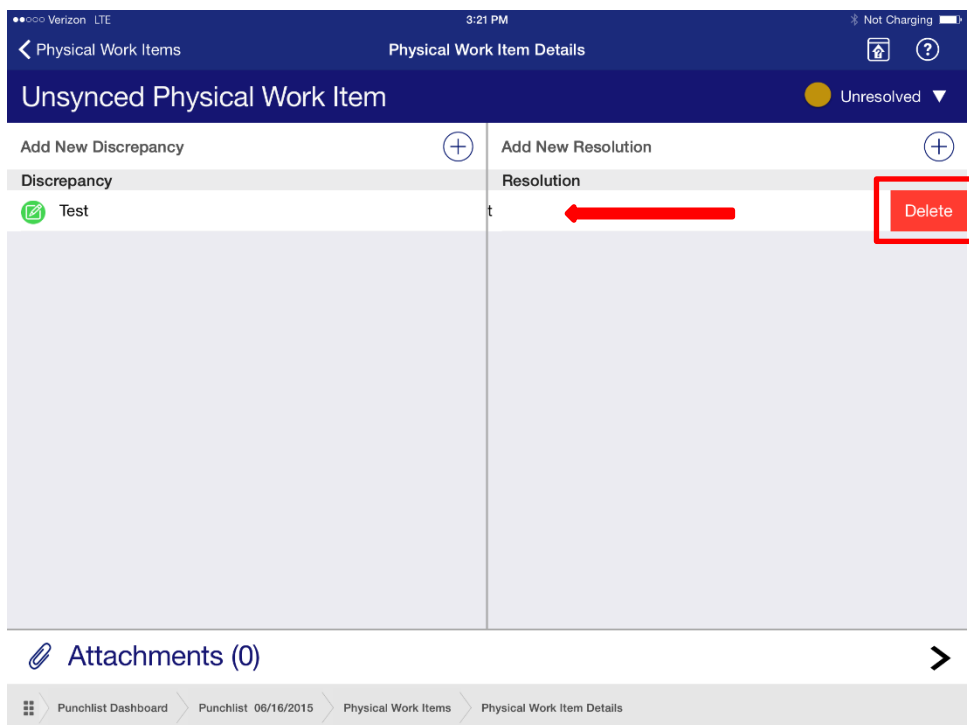


On the text window that displays, adjust the resolution as necessary.



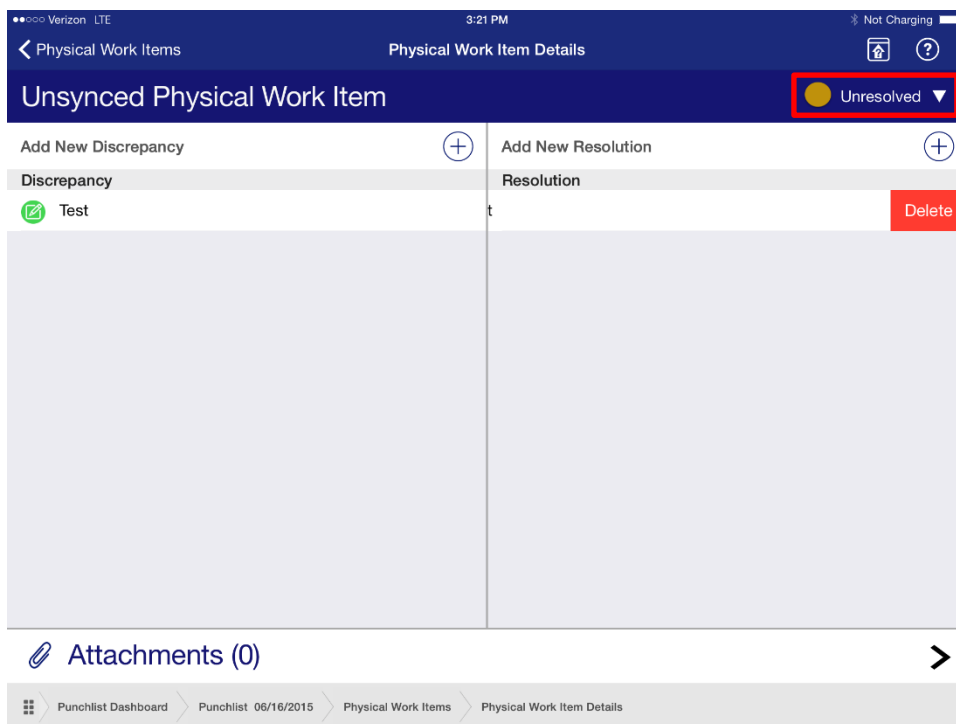
## Deleting a Resolution

To delete a Resolution, swipe the row from right to left to reveal the delete button. Tap the delete button to delete the discrepancy.

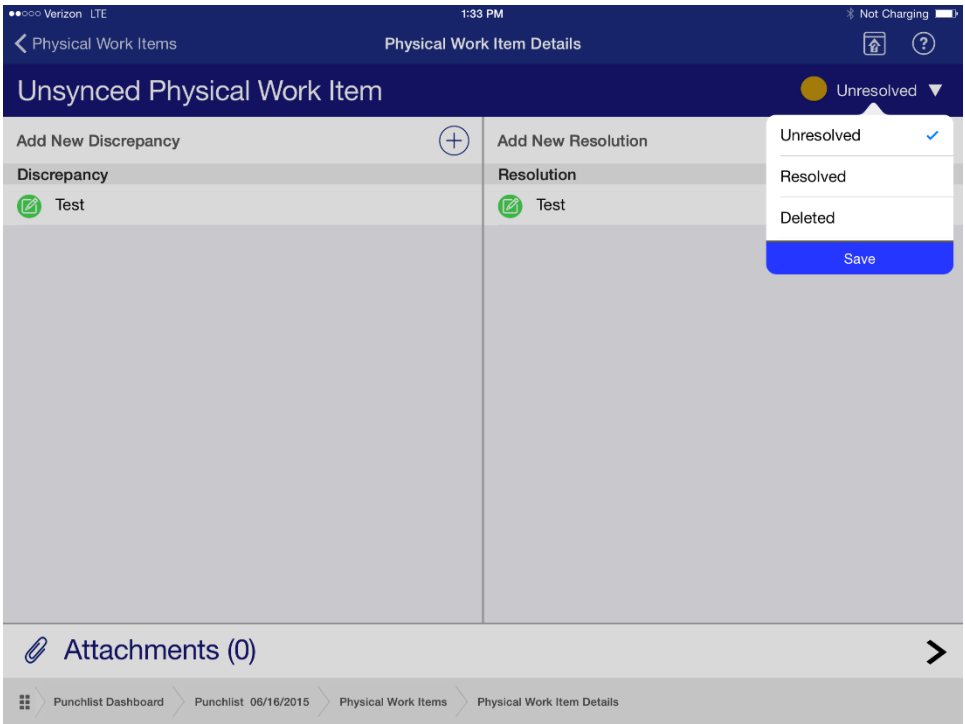


## Changing Physical Work Item Status

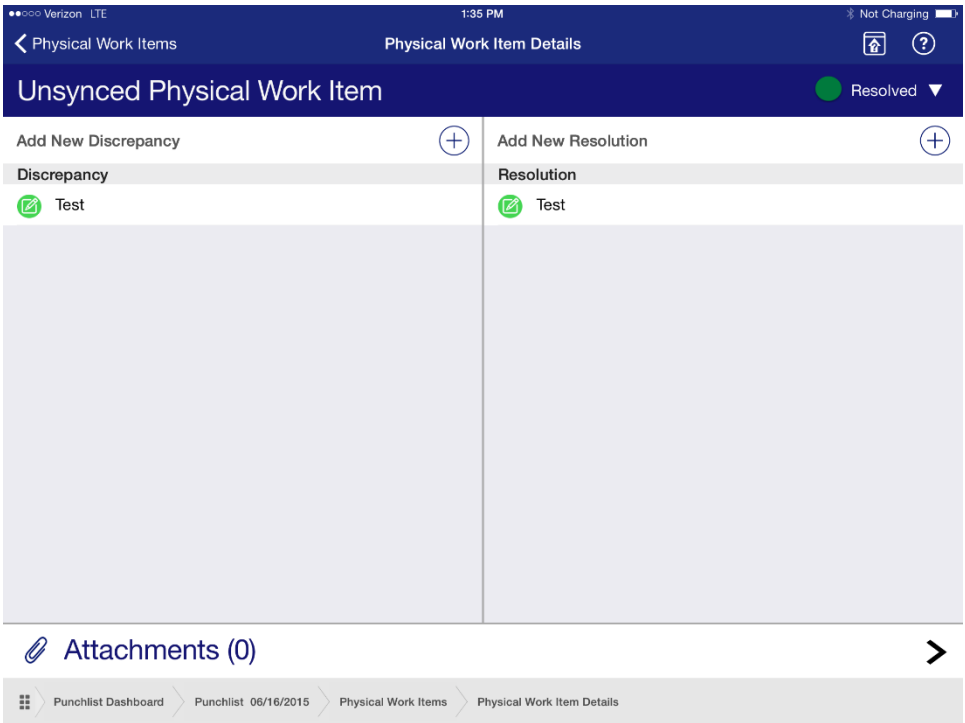
To change a Physical Work Item's status, tap on the status in the upper right corner on the Physical Work Item Details screen.



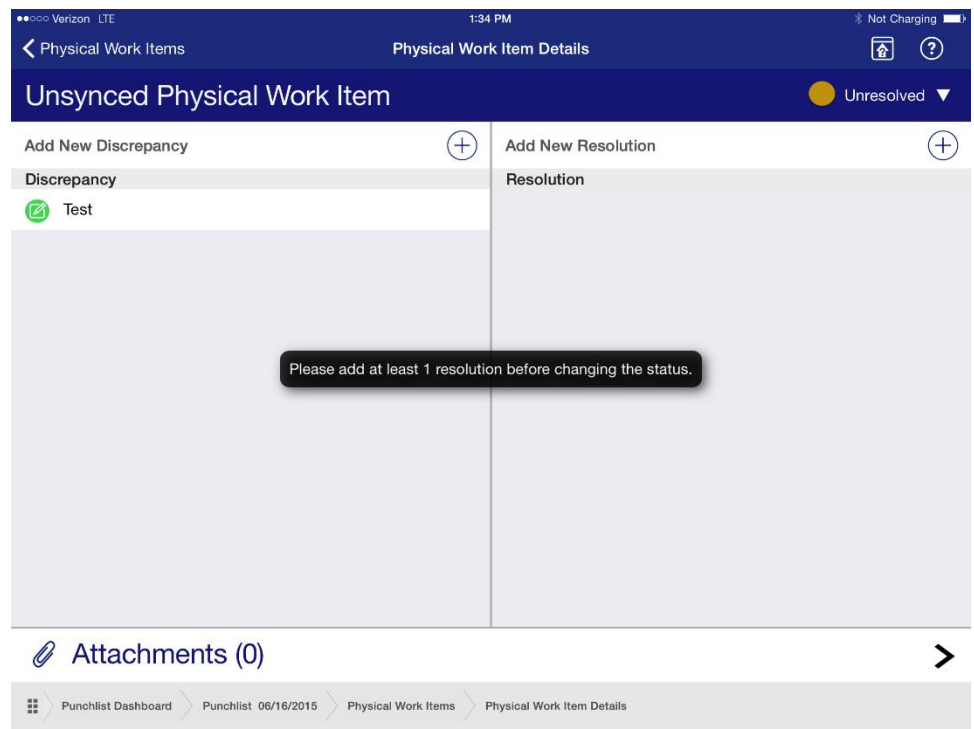
On the dropdown that displays, select the appropriate status and tap Save.



After selection, the updated status will be displayed.



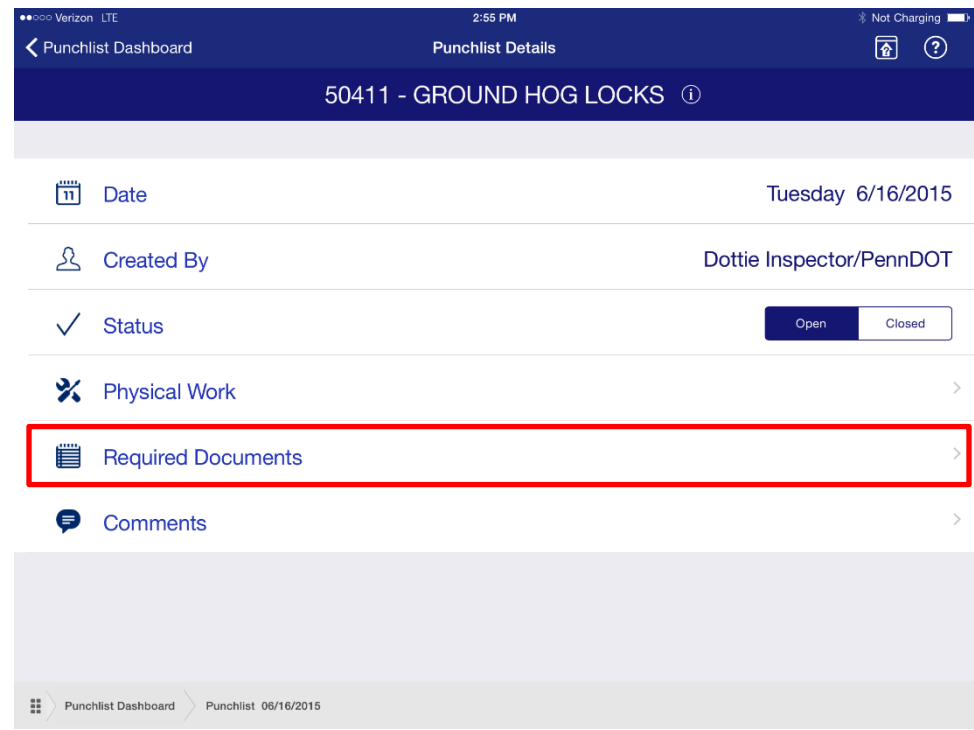
Please Note: If you are attempting to change a Physical Work Item to Resolved you must first enter a resolution. Otherwise, you will get the error message seen below.



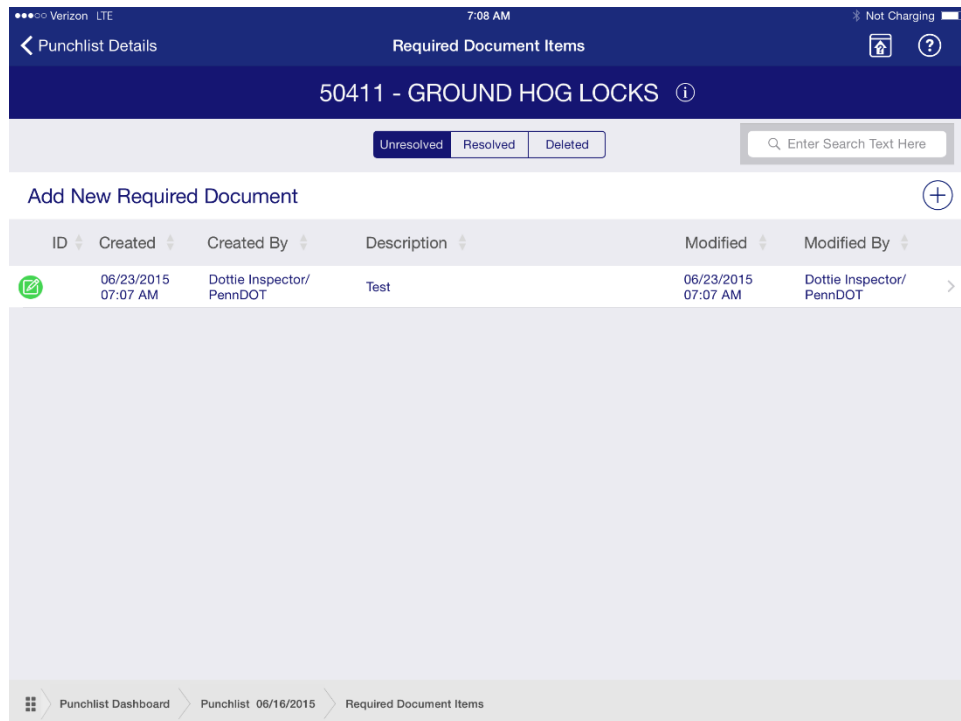
## Required Documents

### Accessing Required Documents

To access Required Documents, tap anywhere on the Required Documents row on the Project Details screen.

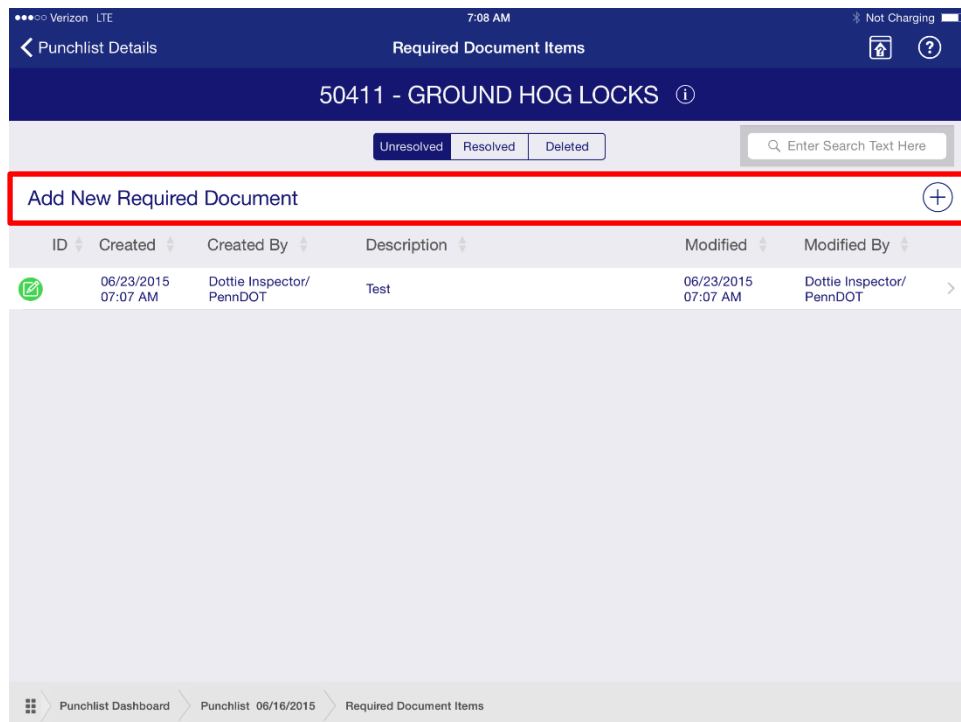


The Required Documents screen will be displayed.



## Creating a new Required Document

To create a new Required Document, tap anywhere on the Add New Required Document row.



You will be taken to the Required Document Details screen for the new item.

Verizon LTE 7:08 AM Not Charging

< Required Document Items Required Document Item Details

Unsynced Required Document Unresolved

+ Add New Required Document

Required Document

+ Add New Resolution

Resolution

Attachments (0)

Punchlist Dashboard > Punchlist 06/16/2015 > Required Document Items > Required Document Item Details

In order for the Required Document to be retained, you must add at least one discrepancy. To do so, tap on the “Add New Discrepancy” row. On the text window that displays, type in the discrepancy.

Verizon LTE 7:09 AM Not Charging

< Cancel 994 characters left Done Document Item Details

Unsynced Required Document Unresolved

+ Add New Required Document

Required Document

+ Add New Resolution

Resolution

Test 2

994 characters left

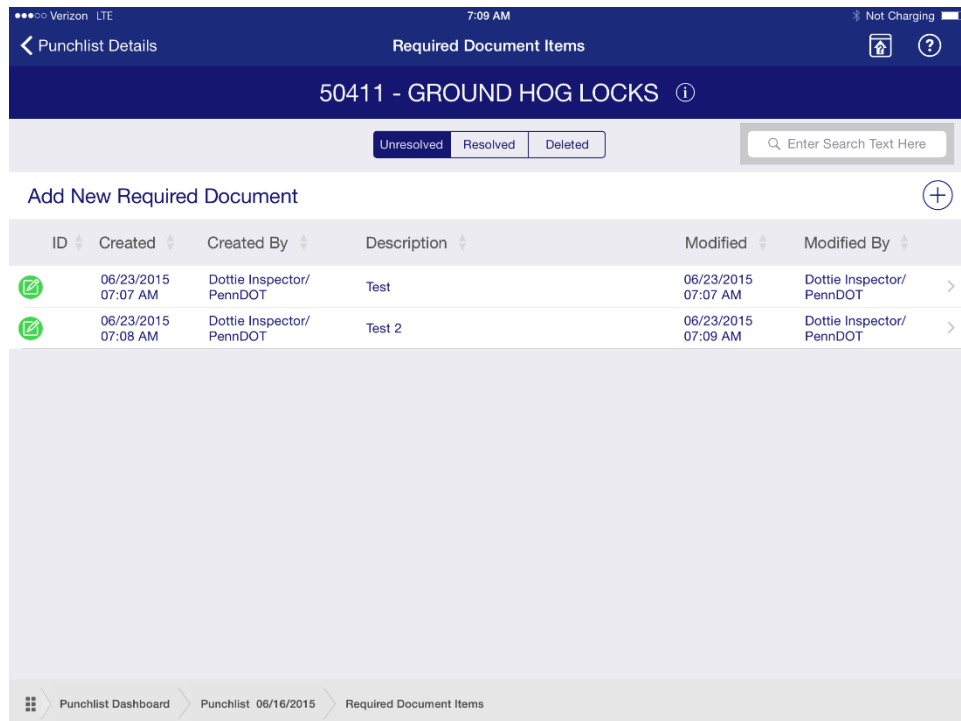
1 2 3 4 5 6 7 8 9 0

- / : ; ( ) \$ & @ return

#+= undo . , ? ! ' " #+=

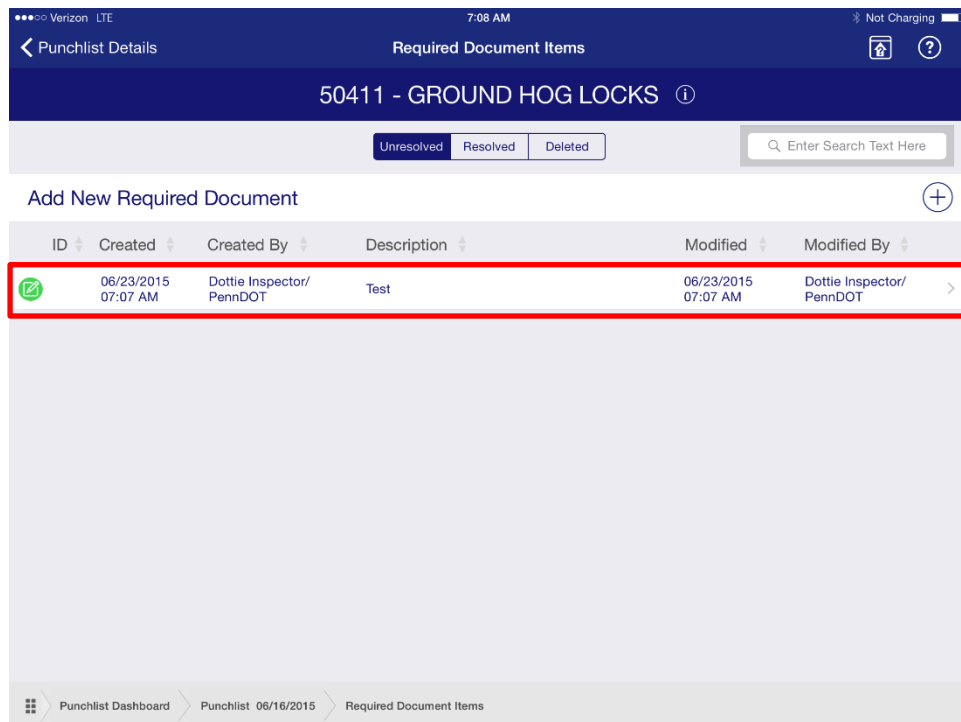
ABC ABC

When you navigate back to the Required Documents screen, the new item will be displayed in the list.

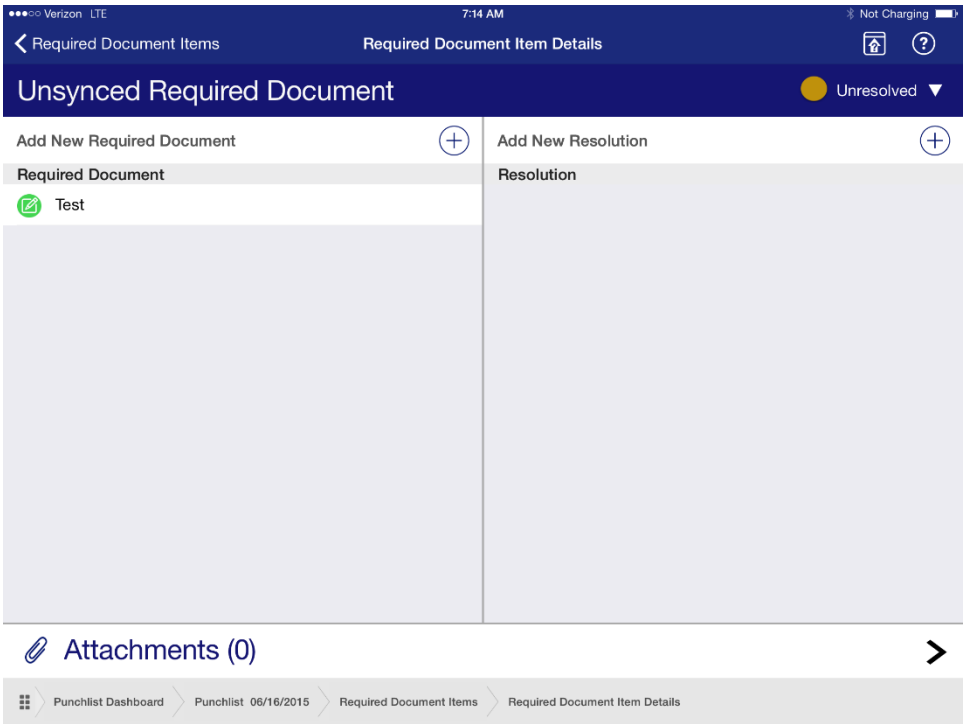


## Editing a Required Document

To edit an existing Required Document, tap on its row from the Required Documents screen.

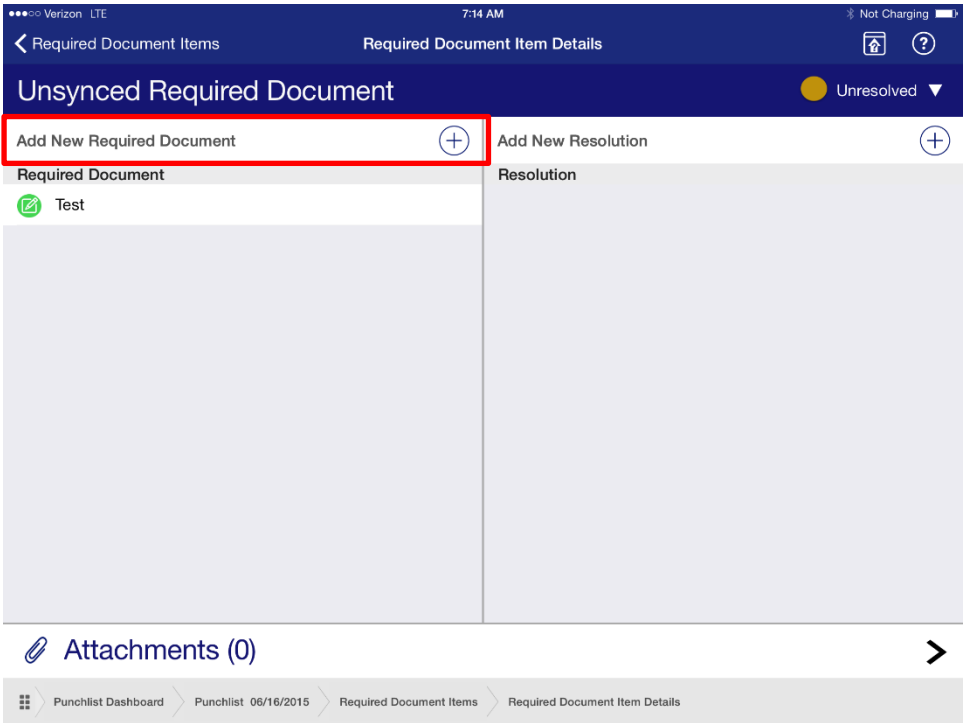


The Required Document Details screen is displayed.

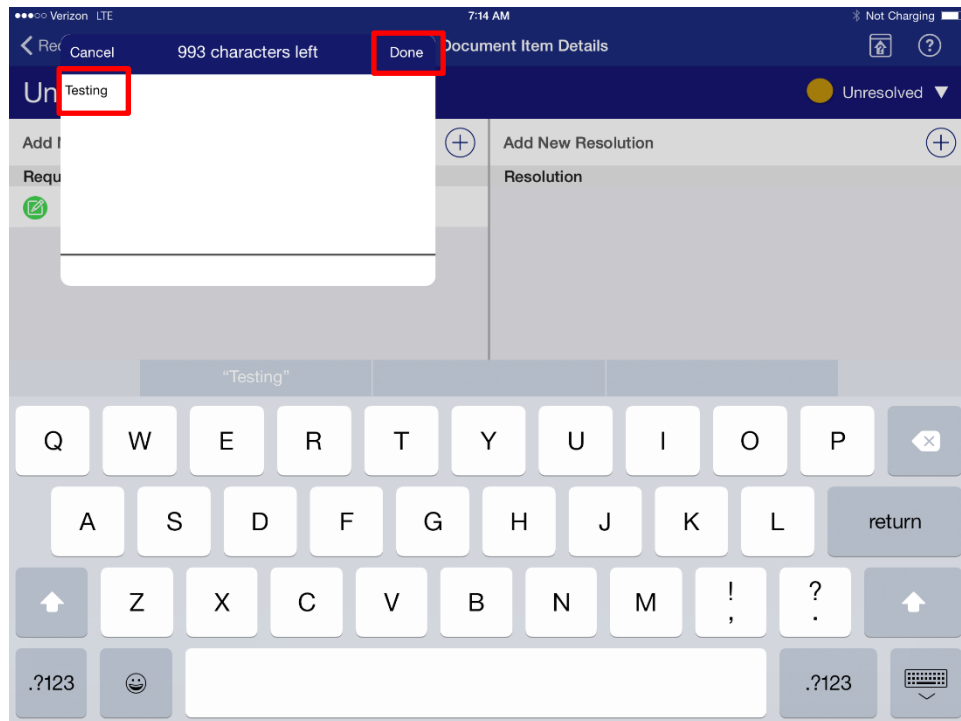


Adding a new Discrepancy

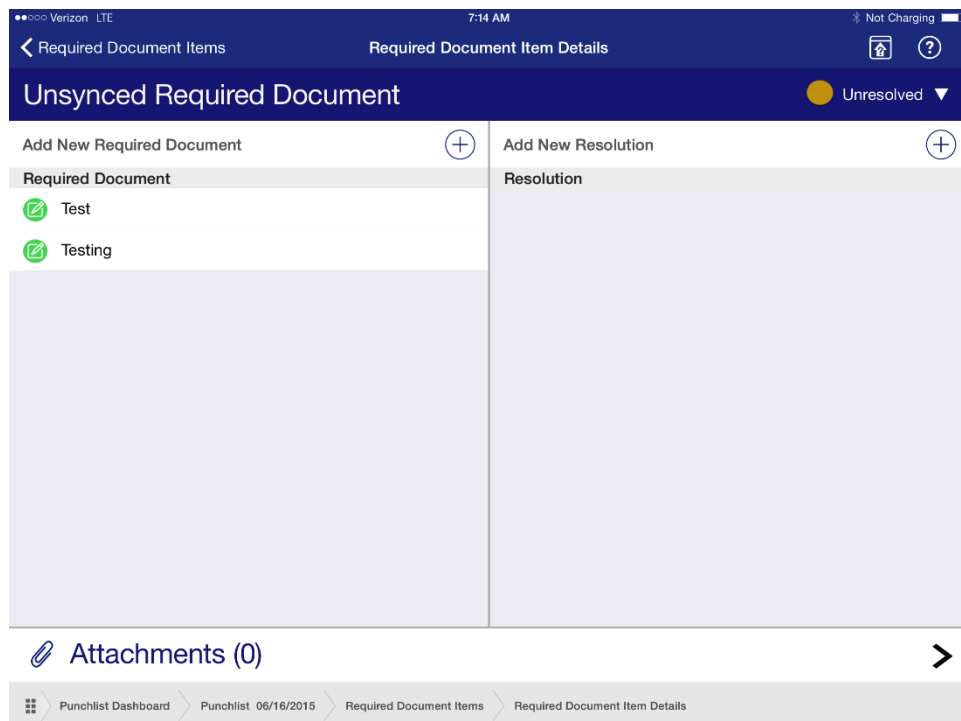
To add a new discrepancy, tap on the “Add New Discrepancy” button.




On the text window that displays, enter the discrepancy. After you are finished, select Done.

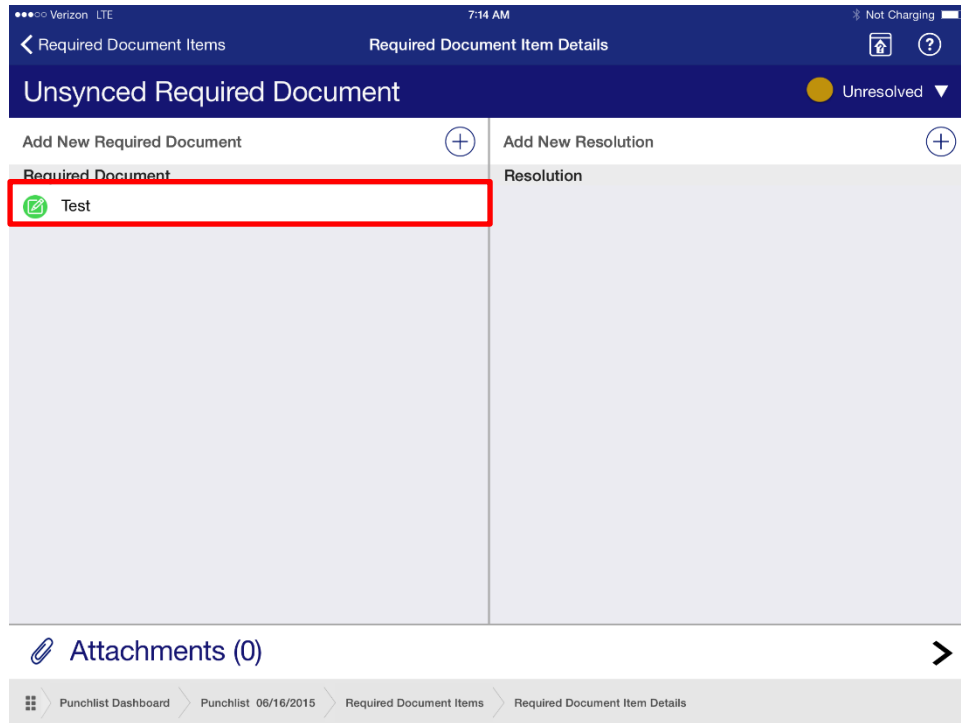


The new discrepancy will appear on the Required Document Details screen.



## Editing a Discrepancy

If a discrepancy has an editable icon  you can edit it by tapping on the respective row.




Verizon LTE 7:14 AM Not Charging

Required Document Items Required Document Item Details

Unsynced Required Document Unresolved

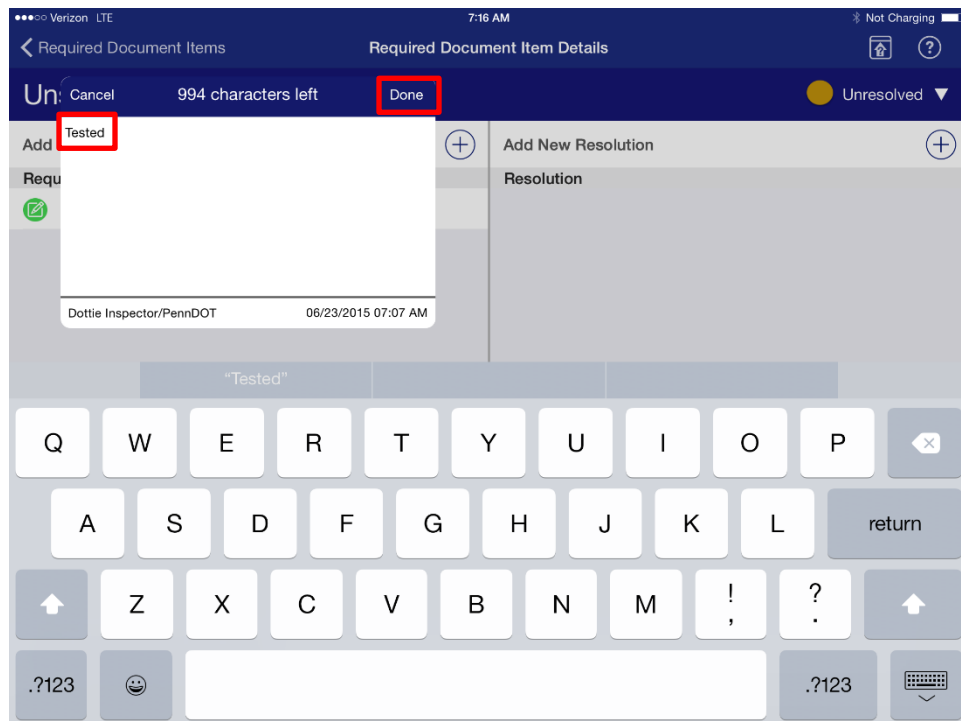
Add New Required Document (+) Add New Resolution (+)

| Required Document  | Resolution |
|--|------------|
|  Test |            |

Attachments (0)

Punchlist Dashboard > Punchlist 06/16/2015 > Required Document Items > Required Document Item Details

On the text window that is displayed, adjust the entry as necessary and click Done to save the change.




Verizon LTE 7:16 AM Not Charging

Required Document Items Required Document Item Details

Un: Cancel 994 characters left Done

Add New Required Document (+) Add New Resolution (+)

| Required Document  | Resolution |
|--|------------|
|  Tested |            |

Dottie Inspector/PennDOT 06/23/2015 07:07 AM

"Tested"

Q W E R T Y U I O P

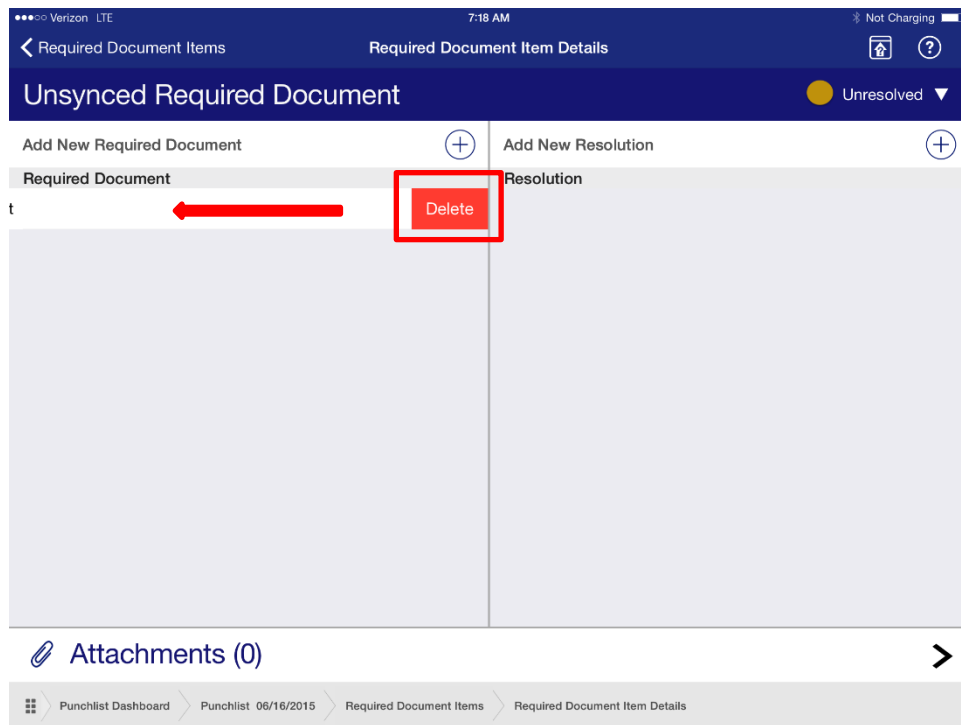
A S D F G H J K L return

↑ Z X C V B N M ! , . ?

.?123 .?123

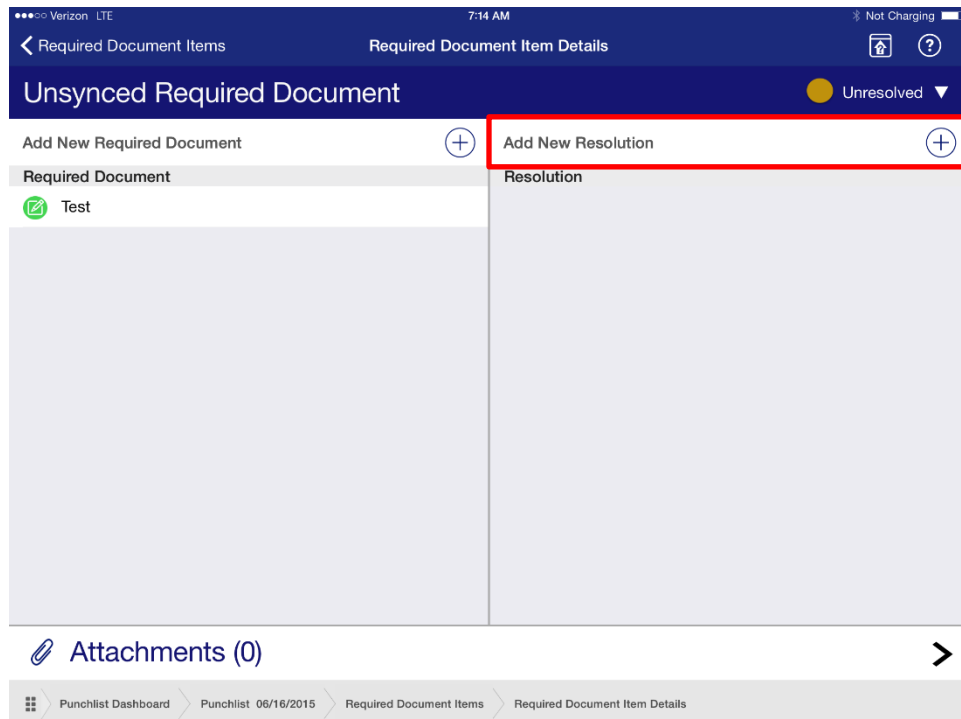
## Deleting a Discrepancy

To delete a Discrepancy, swipe the row from right to left to reveal the delete button. Tap the delete button to delete the discrepancy.

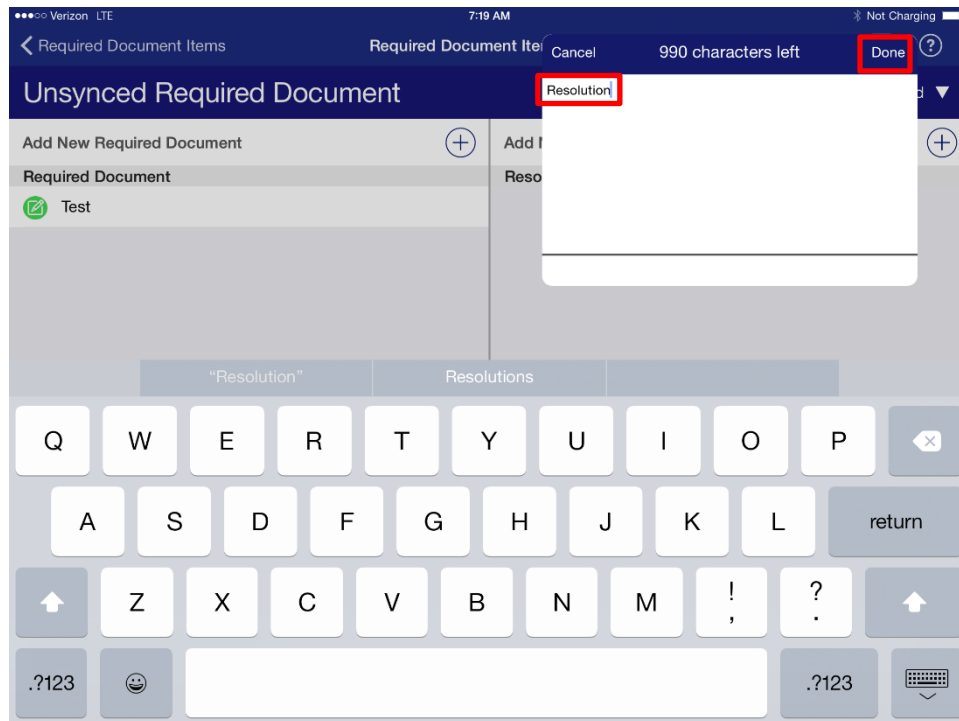


## Adding a new Resolution

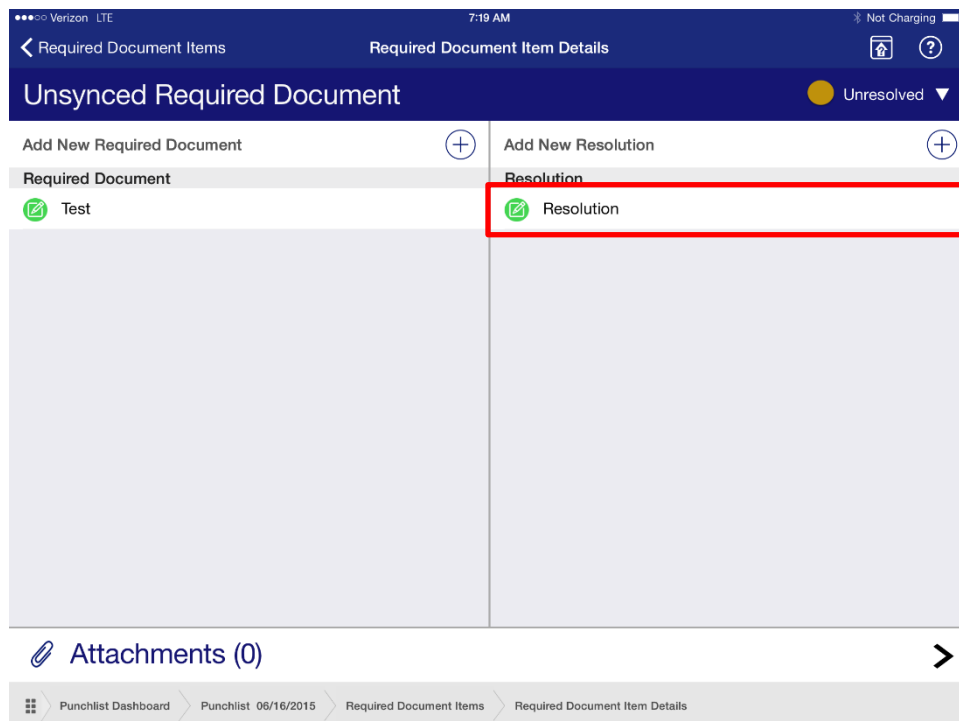
To add a new resolution, tap on the Add New Resolution row.



On the text window that displays, enter the resolution description and tap Done.

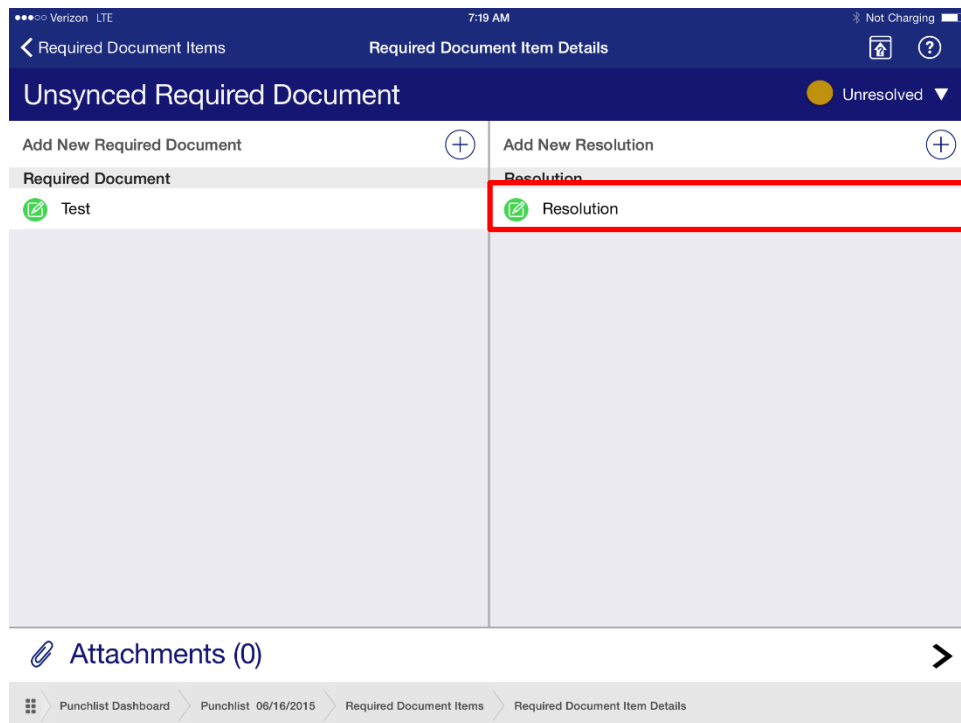


The new resolution will display on the Required Document Item Details list.

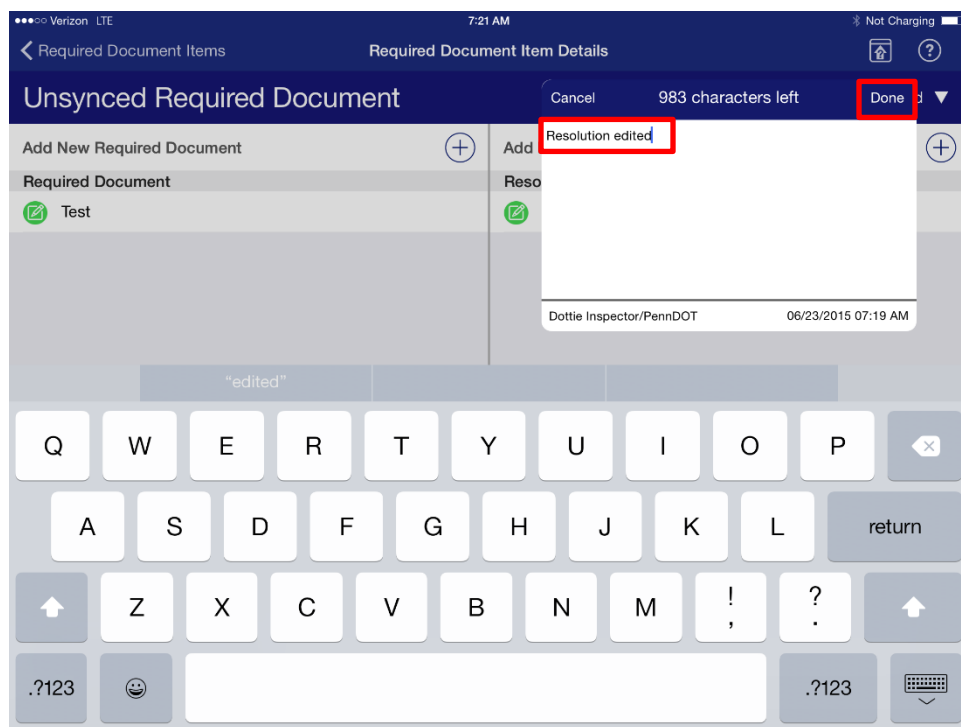


## Editing a Resolution

From the Required Document Details screen, tap on the resolution to be edited. Remember, the resolution must be displaying the editable icon. If the resolution has already been synced to ECMS, you will not be able to change it.

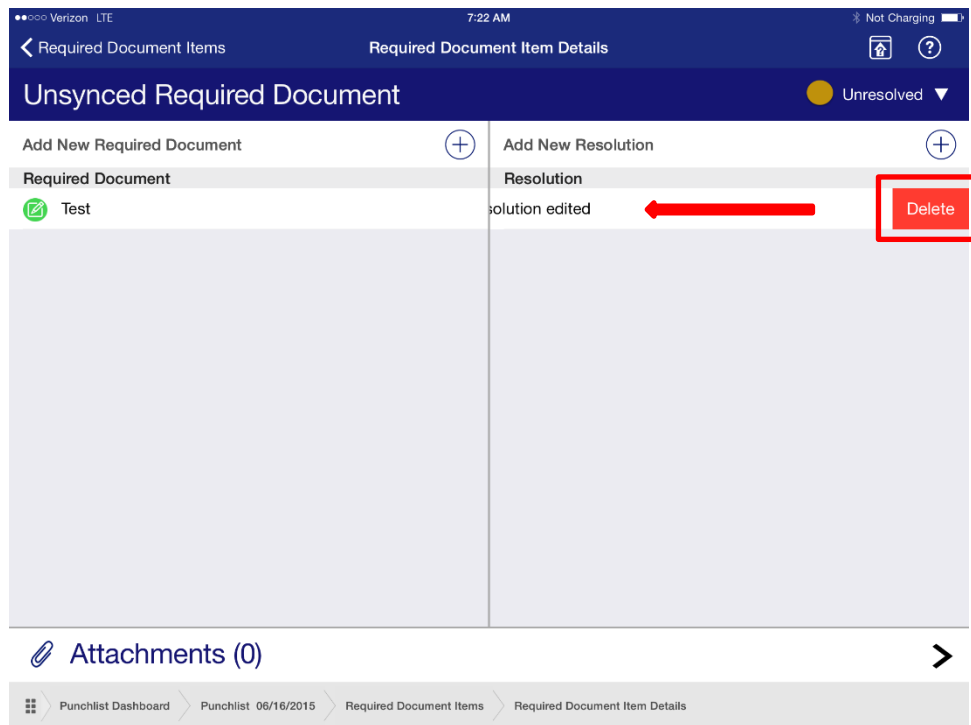


On the test window that displays, adjust the resolution as necessary.



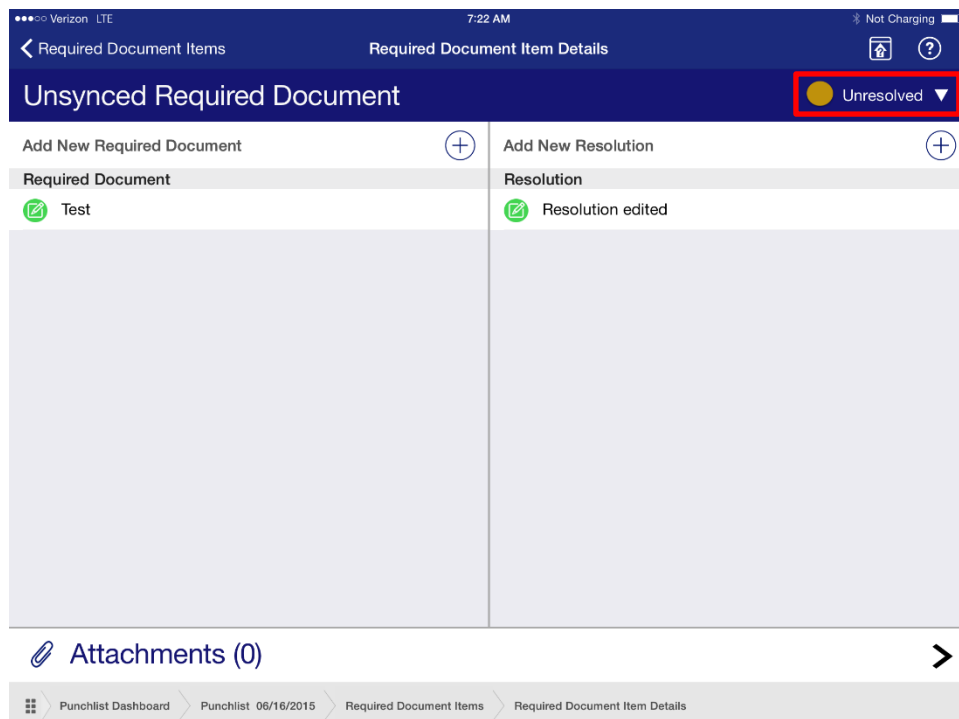
## Deleting a Resolution

To delete a Resolution, swipe the row from right to left to reveal the delete button. Tap the delete button to delete the discrepancy.

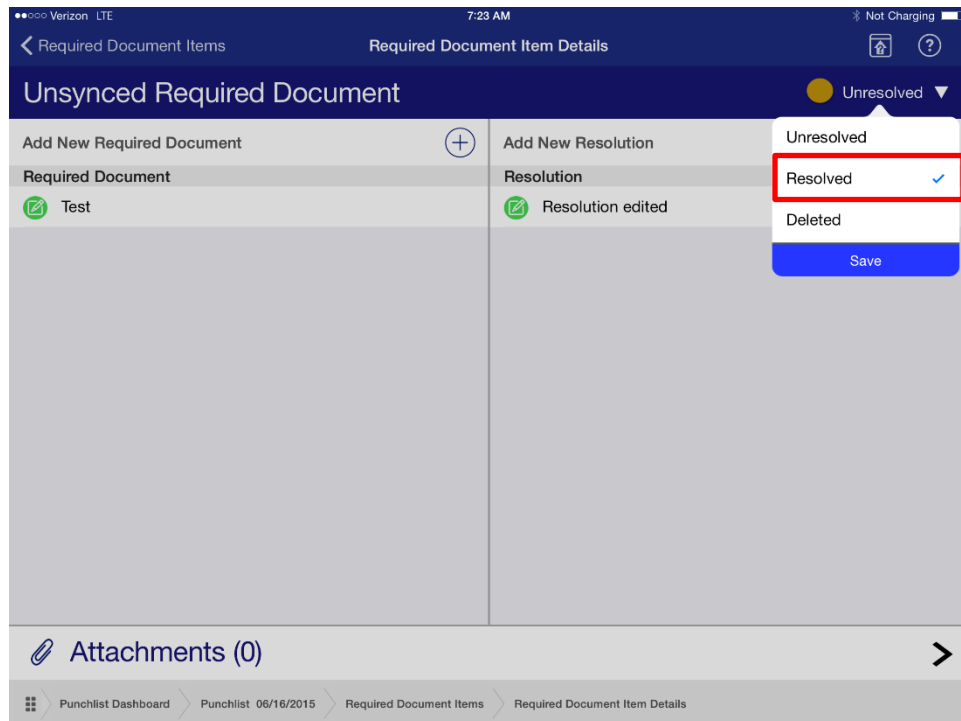


## Changing Required Document Item Status

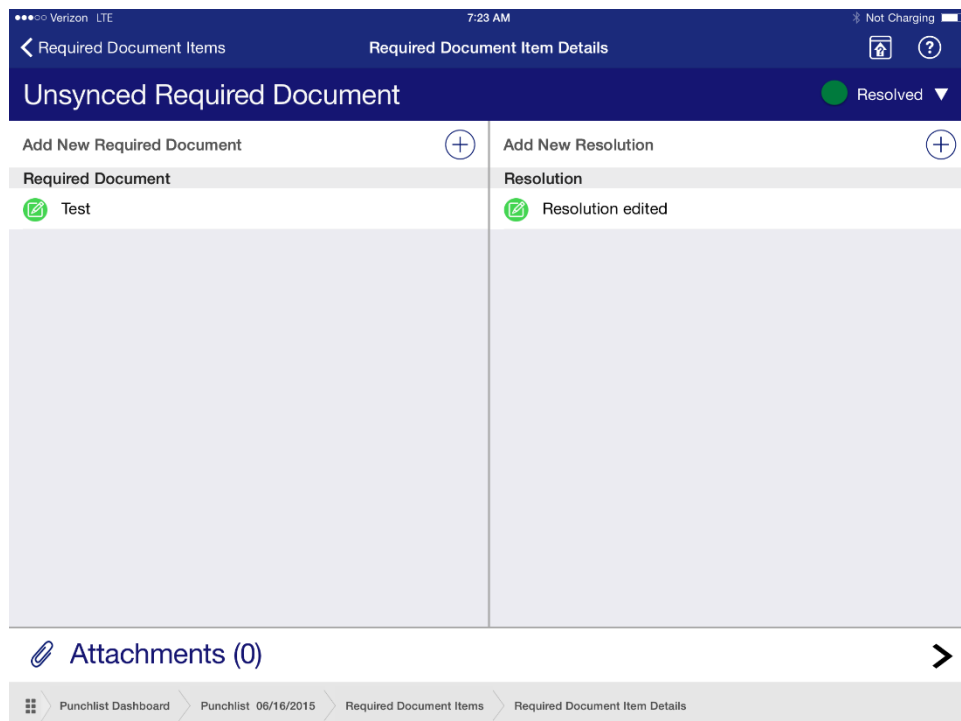
To change a physical work item's status, tap on the status in the upper right corner.



On the dropdown that displays, select the appropriate status and tap Save.



After selection, the updated status will be displayed.



Please Note: If you are attempting to change a Required Documents to Resolved you must first enter a resolution. Otherwise, you will get the error message seen below.

The screenshot shows a mobile application interface for managing Required Document Items. At the top, the status bar indicates 'Verizon LTE', '7:24 AM', and 'Not Charging'. The app's header is dark blue with a back arrow, 'Required Document Items', and 'Required Document Item Details'. Below the header, a dark blue bar displays 'Unsynced Required Document' and a yellow circle with 'Unresolved'. The main area is split into two columns: 'Required Document' on the left and 'Resolution' on the right. The 'Required Document' column has a header 'Add New Required Document' with a plus icon and a list item 'Test' with a green checkmark icon. The 'Resolution' column has a header 'Add New Resolution' with a plus icon. A dark grey error message box is centered over the 'Resolution' column, stating 'Please add at least 1 resolution before changing the status.' At the bottom, there is an 'Attachments (0)' section with a right arrow. The footer is a grey bar with a breadcrumb trail: 'Punchlist Dashboard > Punchlist 06/16/2015 > Required Document Items > Required Document Item Details'.

Verizon LTE 7:24 AM Not Charging

Required Document Items Required Document Item Details

Unsynced Required Document Unresolved

Add New Required Document (+) Add New Resolution (+)

Required Document Resolution

Test

Please add at least 1 resolution before changing the status.

Attachments (0) >

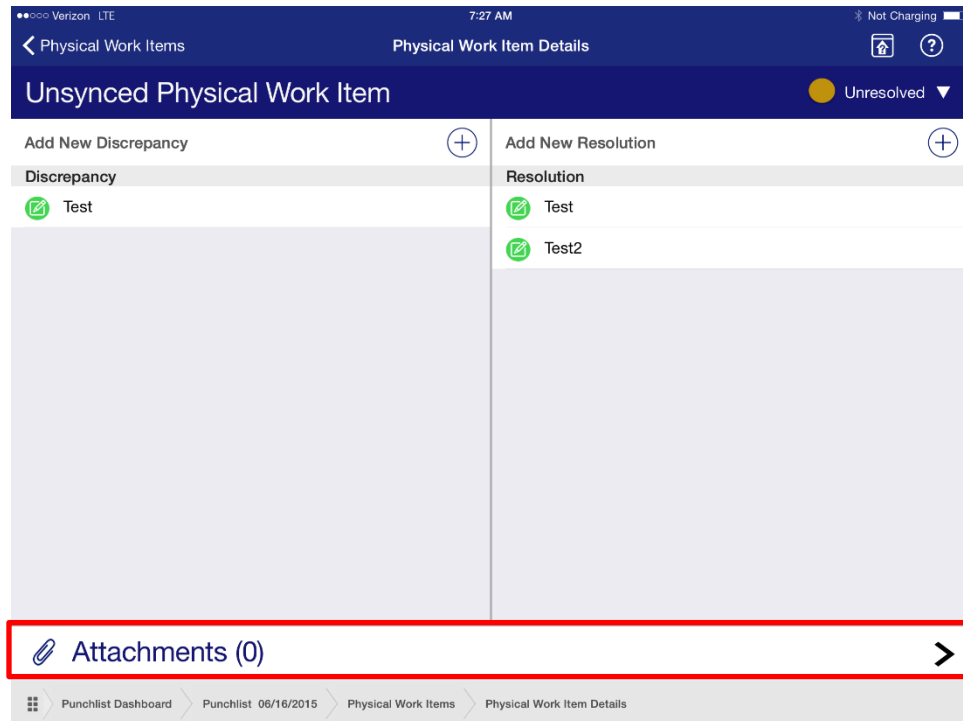
Punchlist Dashboard > Punchlist 06/16/2015 > Required Document Items > Required Document Item Details

## Attachments

### Accessing Attachments

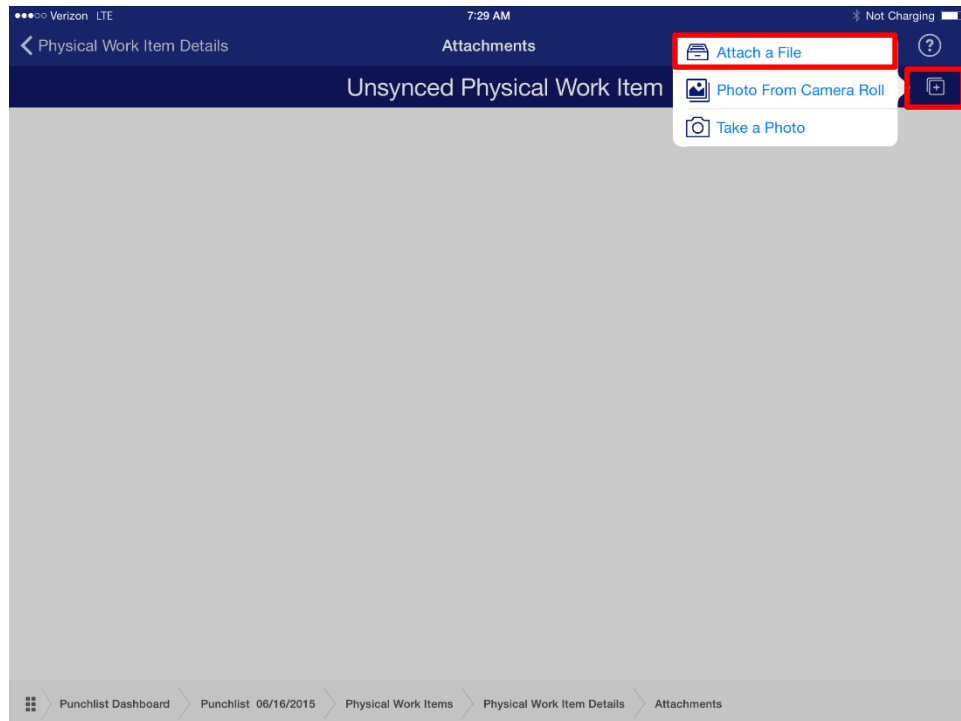
Attachments are available to both Physical Work Items and Required Document Items at the details level. To access attachments, navigate to the appropriate details screen and tap on the Attachments row.

Please Note: You must add at least one discrepancy in order to access “Attachments” screen.

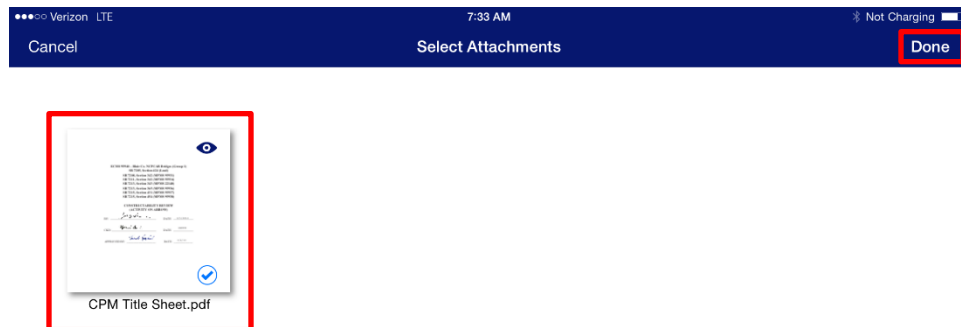


## Attach a file

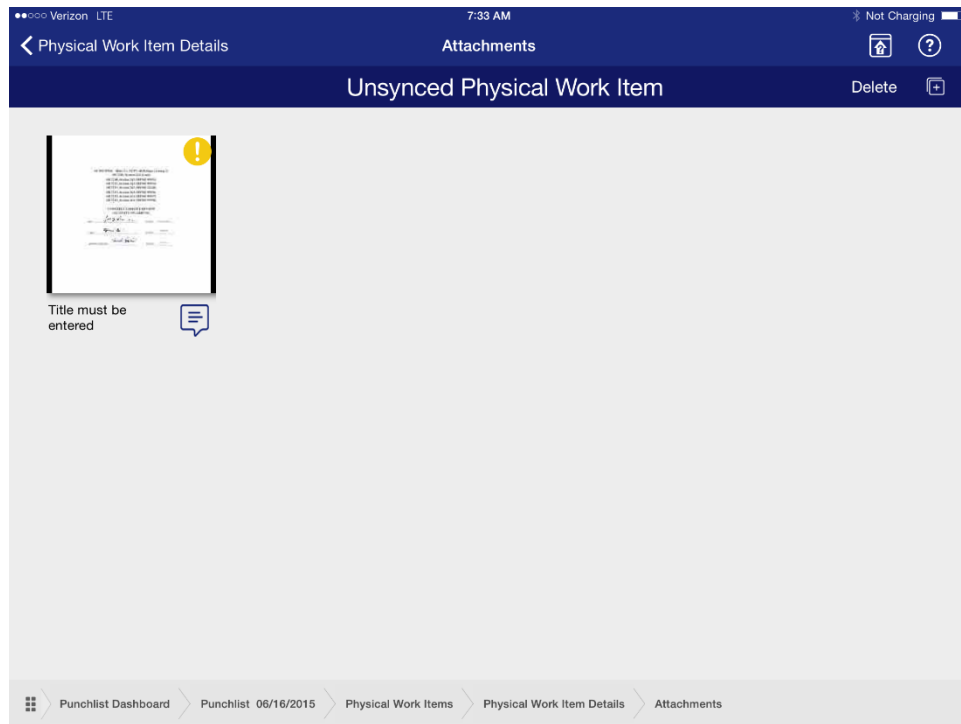
To attach a file, tap the “add new” icon in the upper right corner. Select “Attach a File” from the menu that displays.



Available imported documents will display. To select one, tap it and it will display with a blue checkmark. To unselect, tap again and the checkmark will be removed. When you have selected all documents to be attached, tap Done.

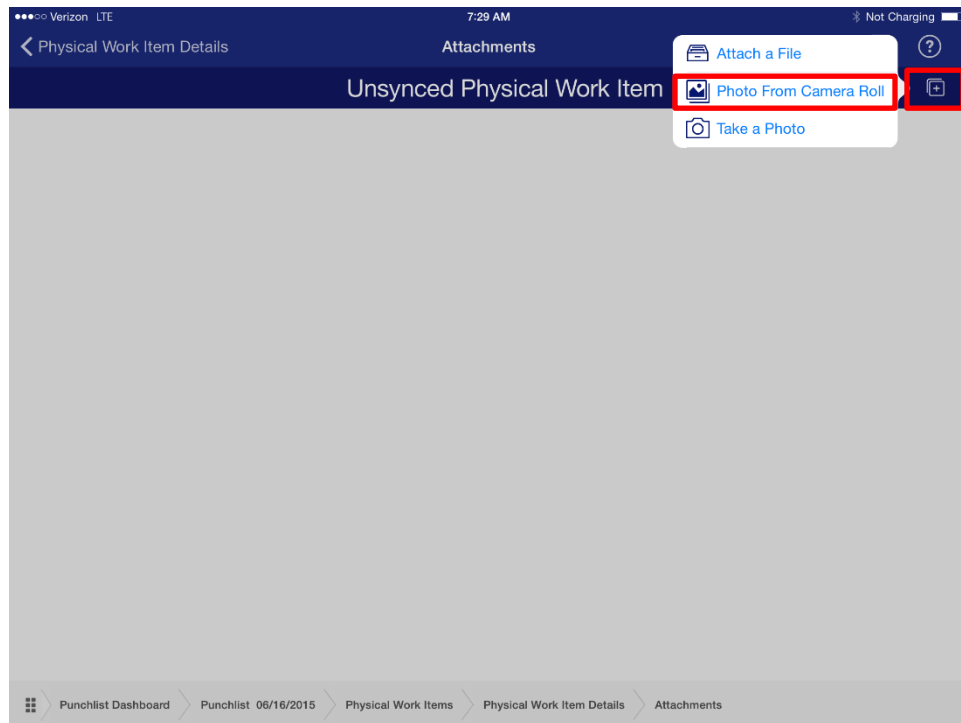


The file will be imported into the Punchlist app.

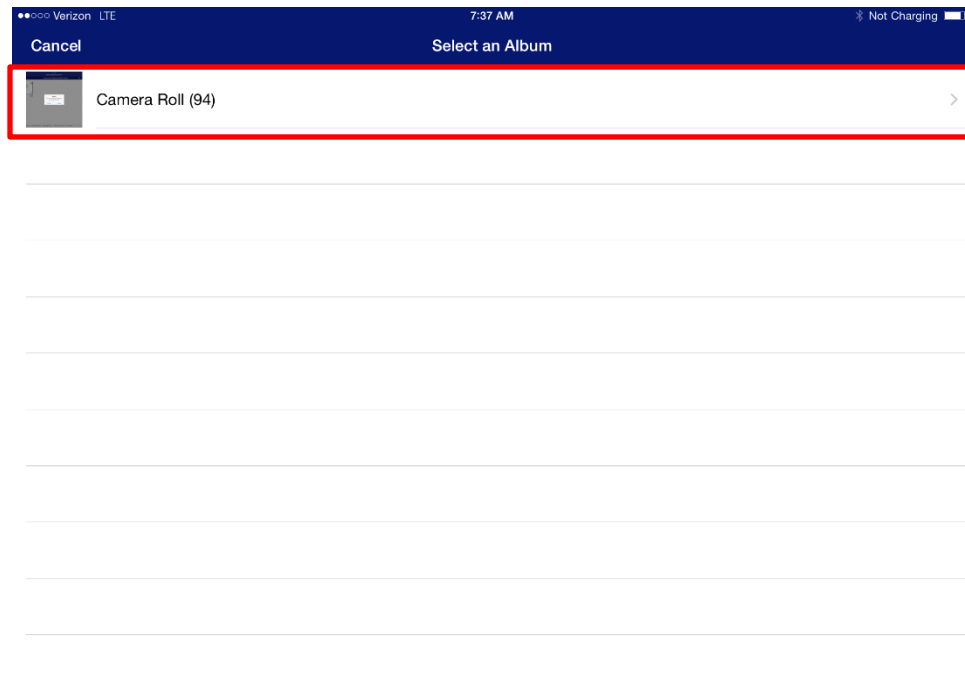


## Attach a Photo

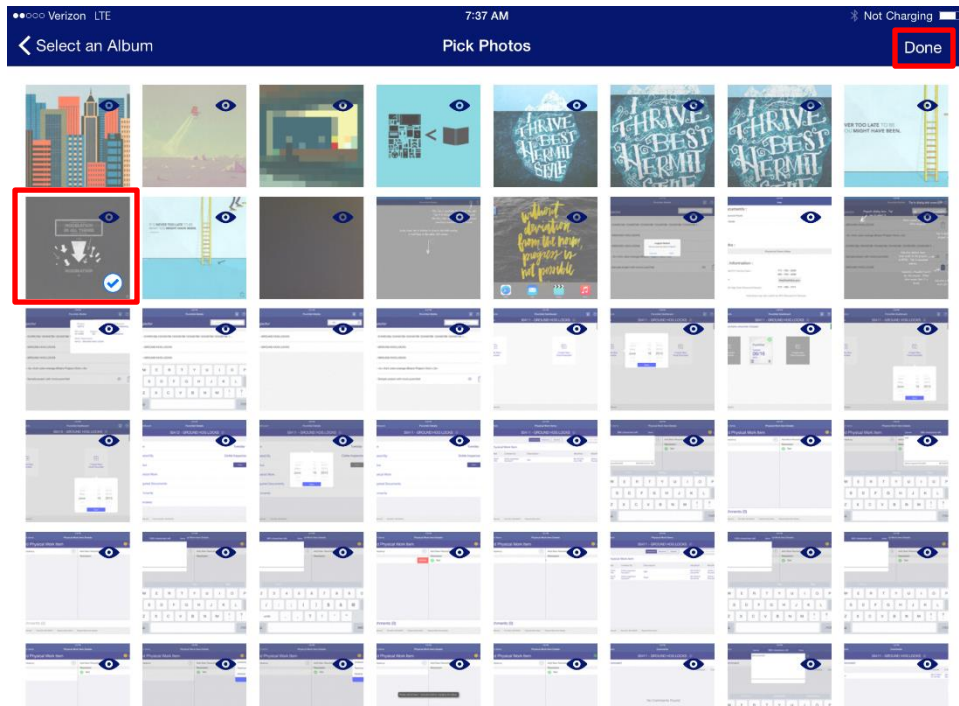
To attach a photo, tap the “add new” icon in the upper right corner. Select “Photo from Camera Roll” from the menu that displays.



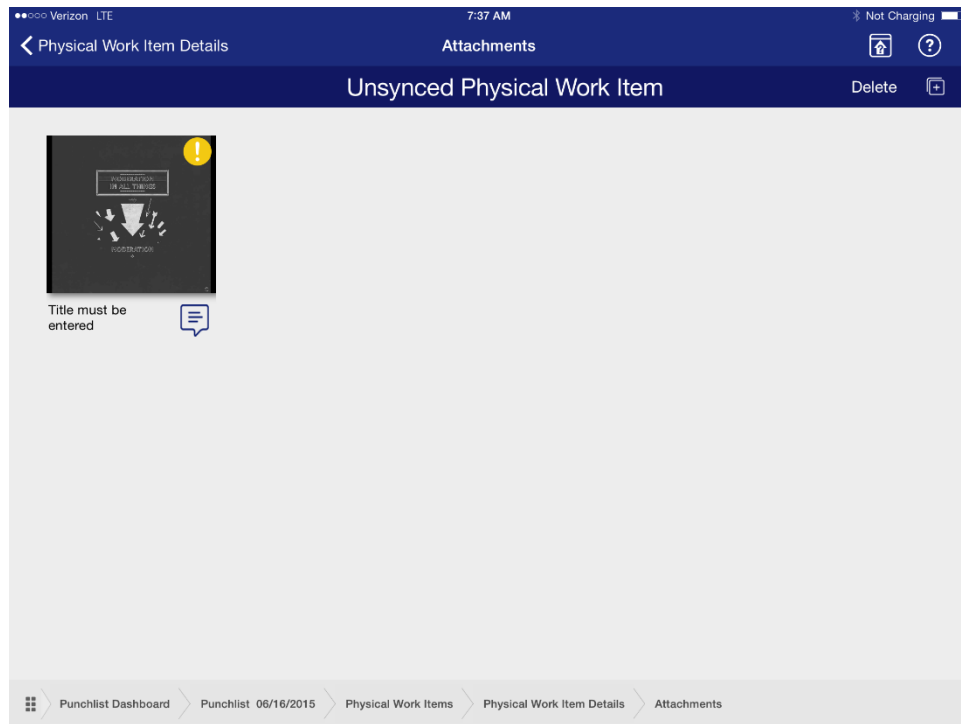
Select the album that contains the photo to be attached.



Tap the photo(s) to be attached. A blue, circled checkmark will display to indicate a photo has been selected. If you tap an incorrect photo by accident, tap it again to deselect it. Once all photos to be attached are selected, tap Done in the upper right corner.

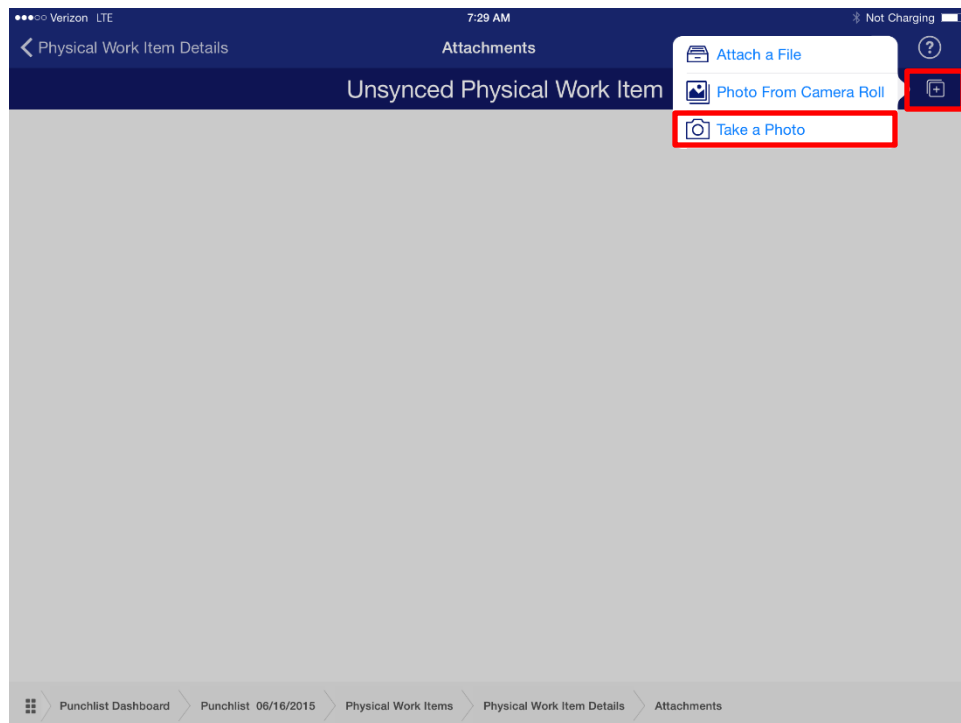


The photo(s) will be imported into the Punchlist app.

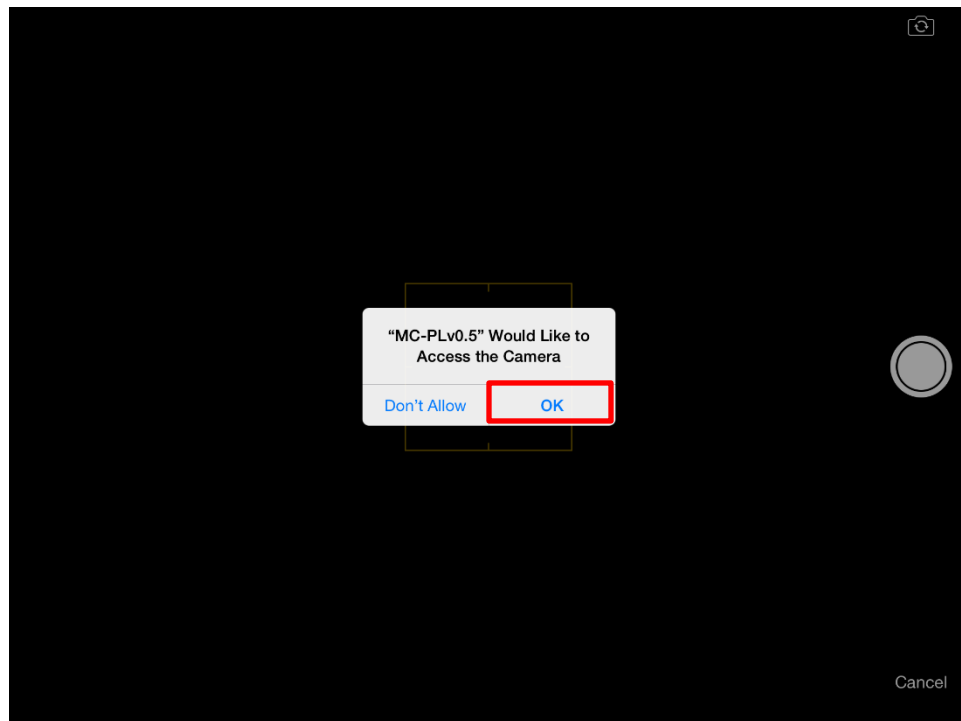


## Take a Photo

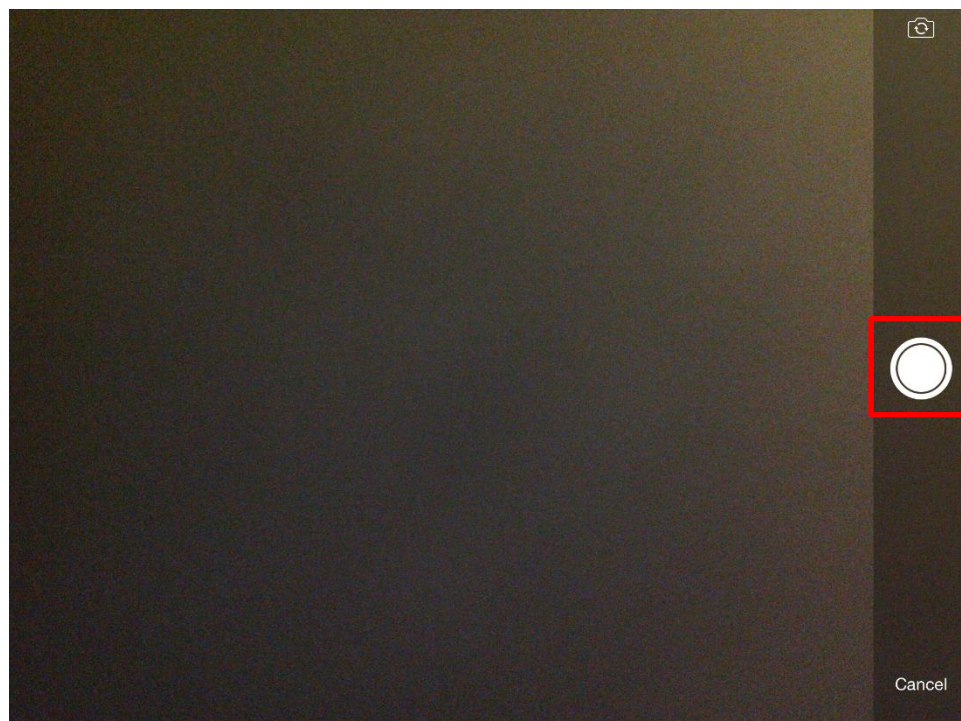
To attach a newly taken photo, tap the “add new” icon in the upper right corner. Select “Take a Photo” from the menu that displays.



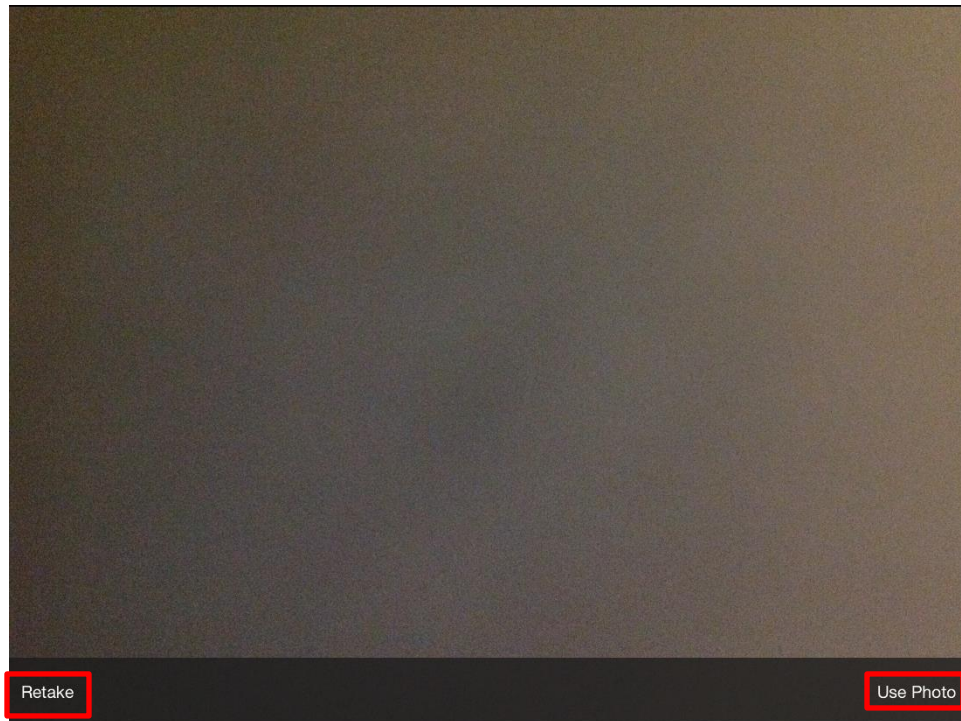
The camera will launch. If a message appears asking to grant access to the camera, click OK.



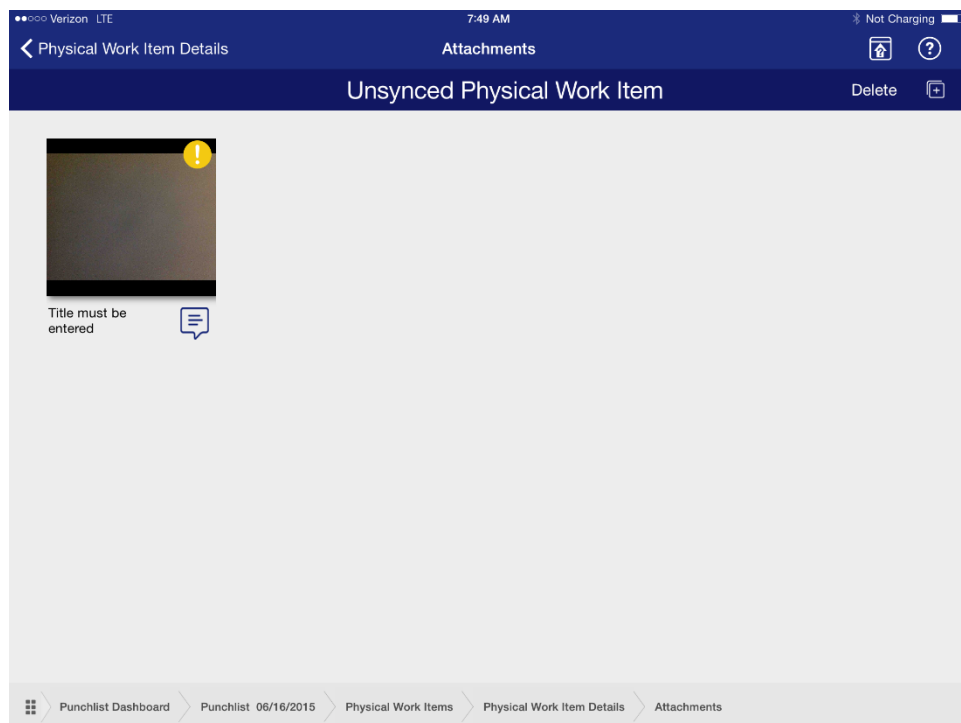
Tap the shutter button to snap a new photo.



A new photo will be captured and options asking whether you want to retake or use the photo appear at the bottom of the screen. If the picture did not turn out well, tap Retake to capture a new image. If it looks good, tap Use Photo.

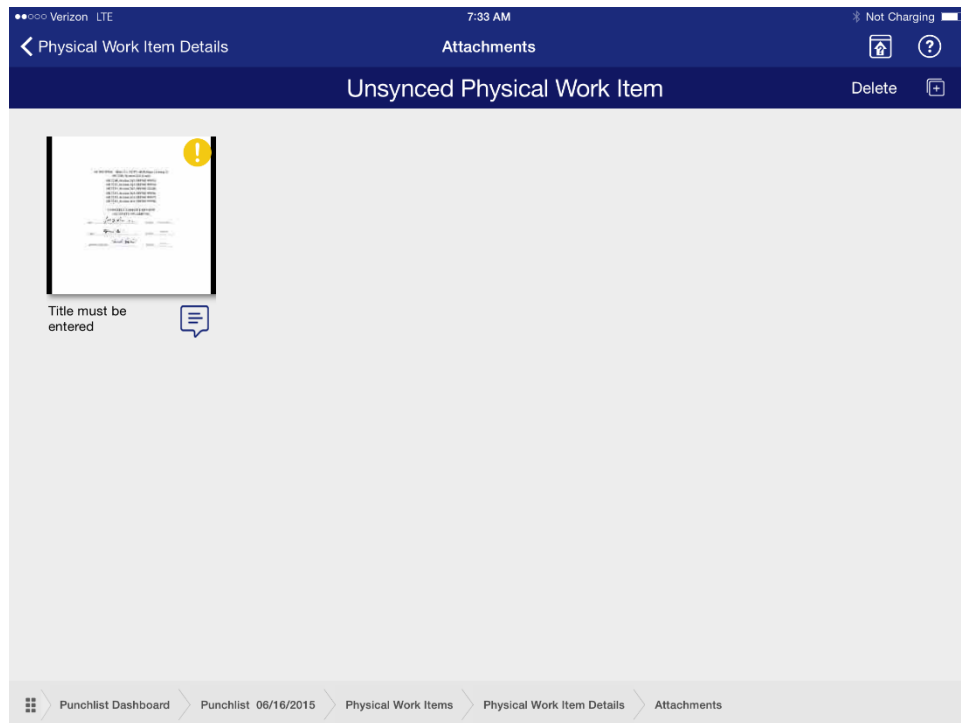


After selecting Use Photo, the image will be imported into the Punchlist app.

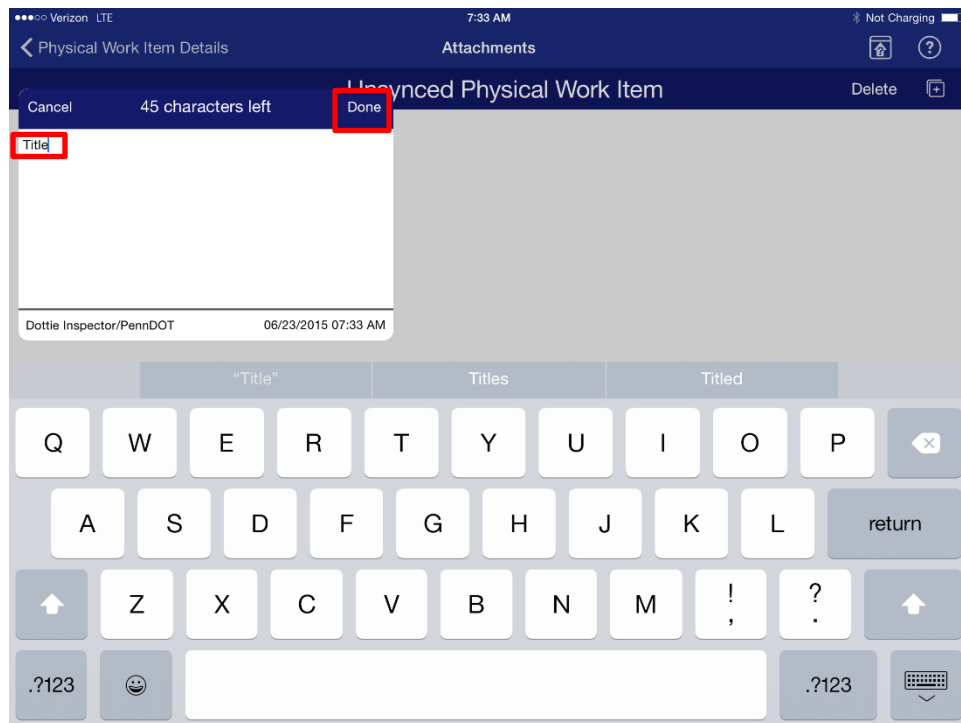


## Attachment Title

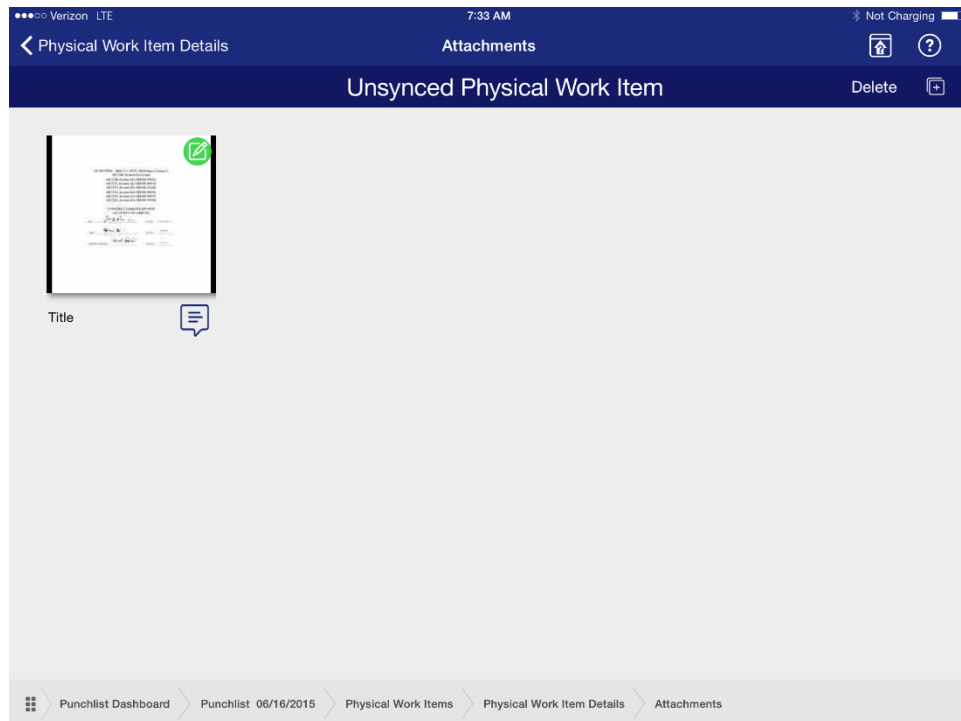
Every attachment in the Punchlist app must have a title. To give an attached item a title, tap on the “Title must be entered” verbiage below the thumbnail image.



On the text window that displays, give the attachment a title and click Done.

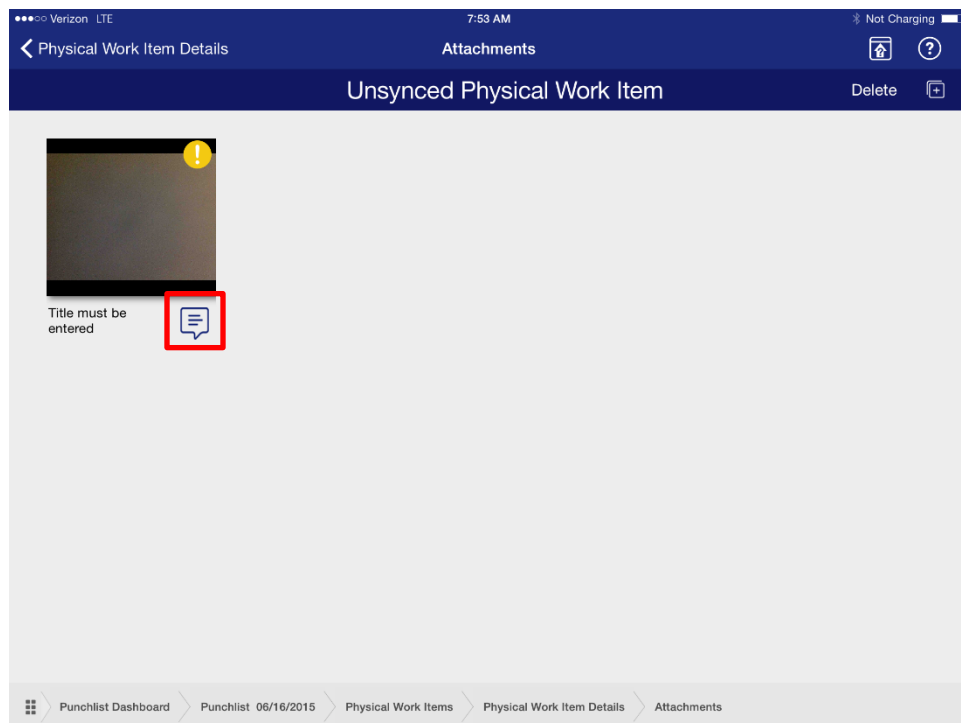


The title will appear below the attachment.

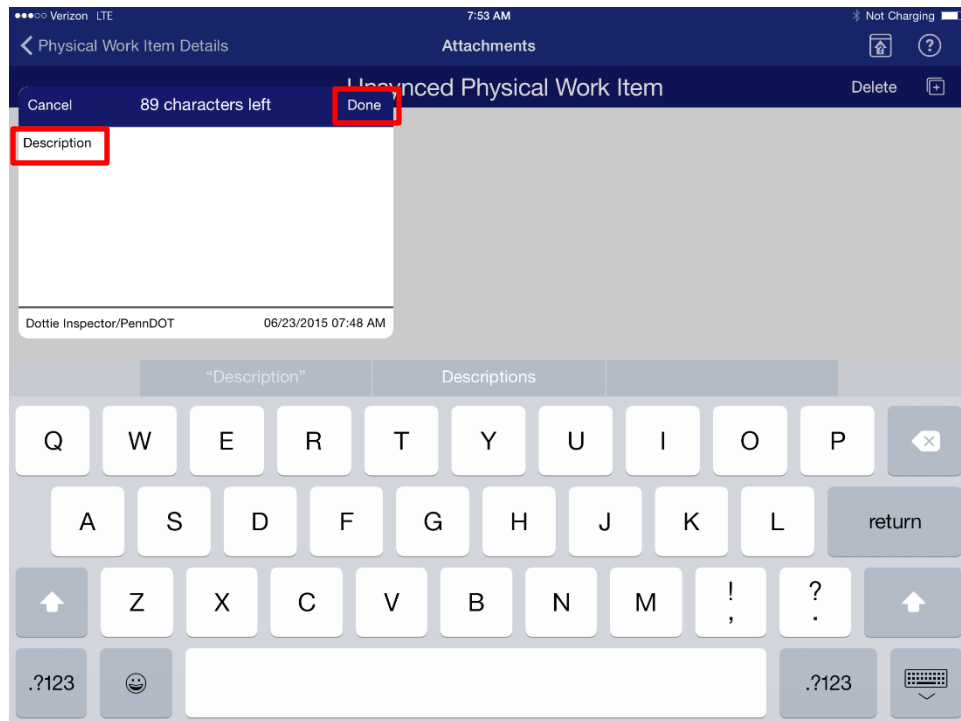


## Attachment Description

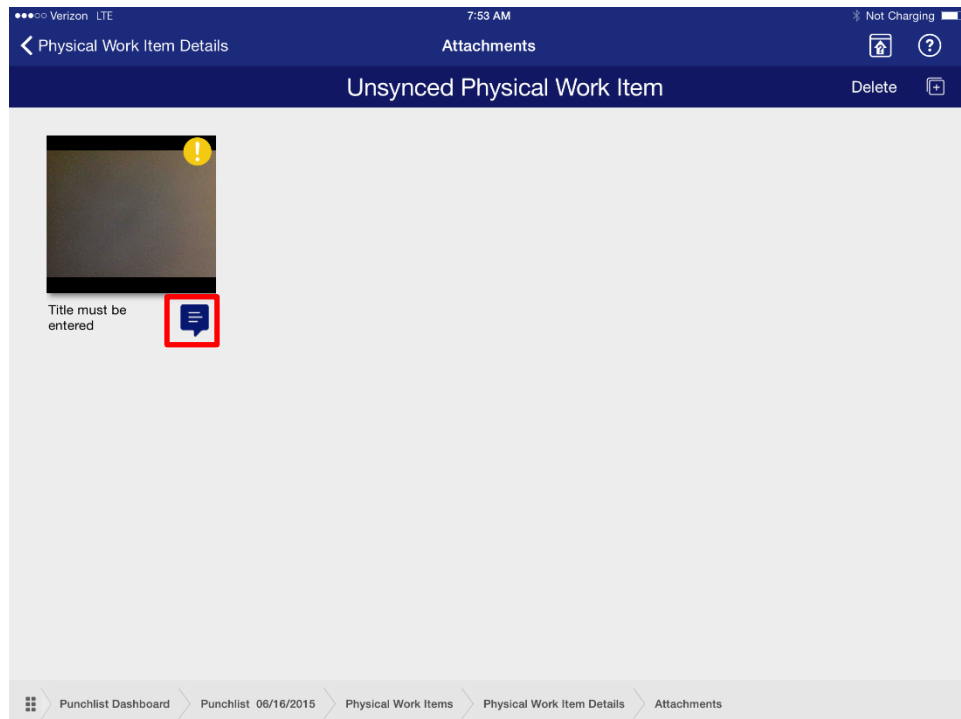
An attachment description is not required, but can be provided by tapping on the description icon below the attachment.



On the text window that displays, give the attachment a description and click Done.



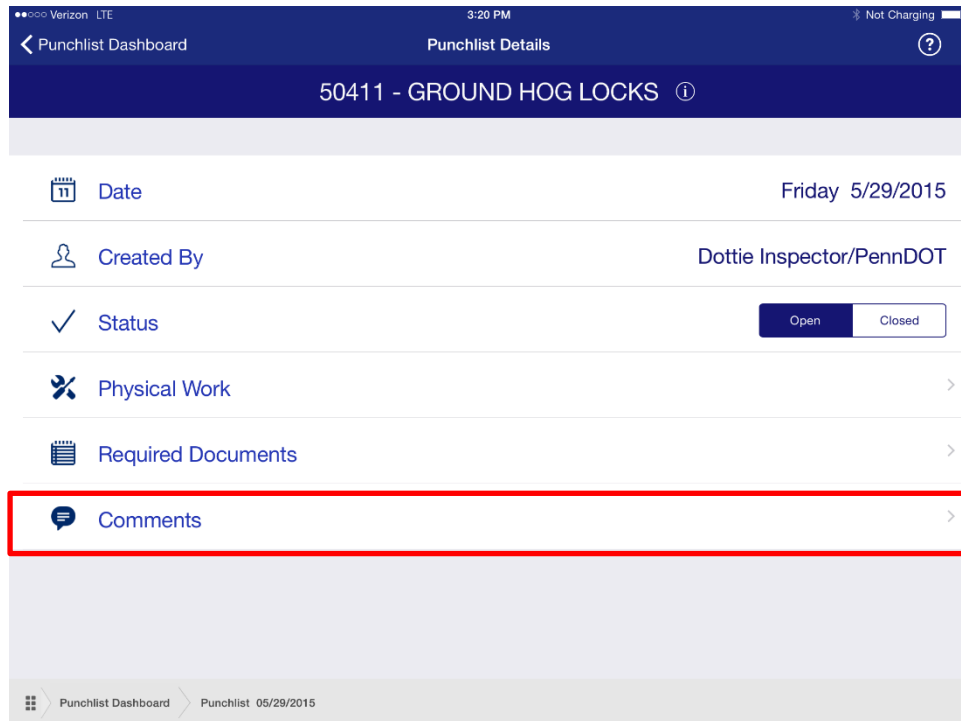
The description icon will display filled to indicate that a description has been entered.



## Comments

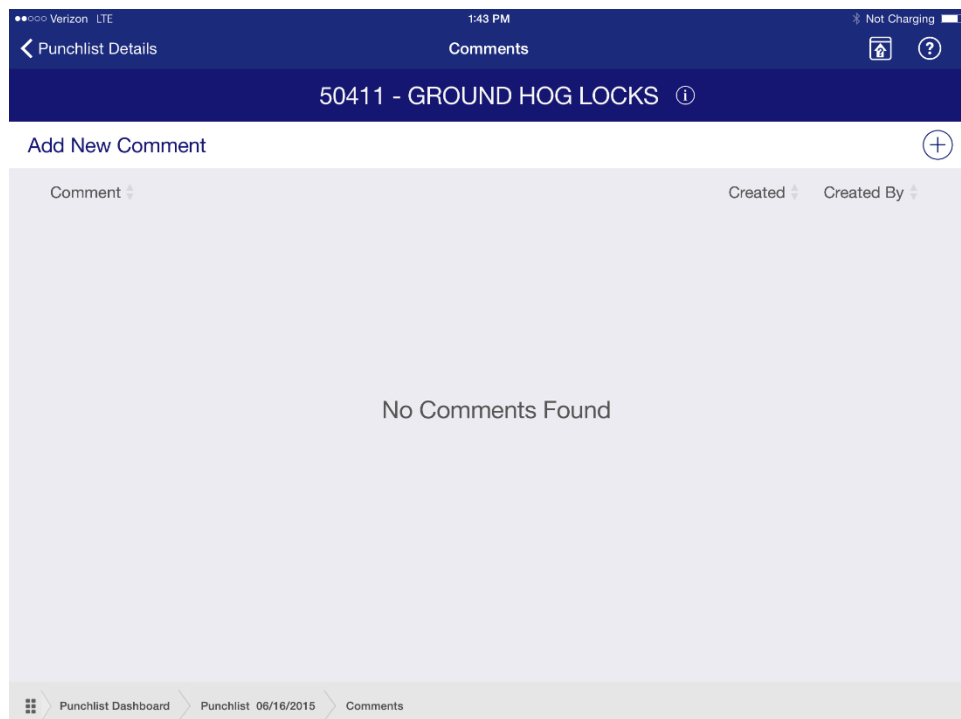
### Accessing Comments

To access Comments, tap anywhere on the Comments row.

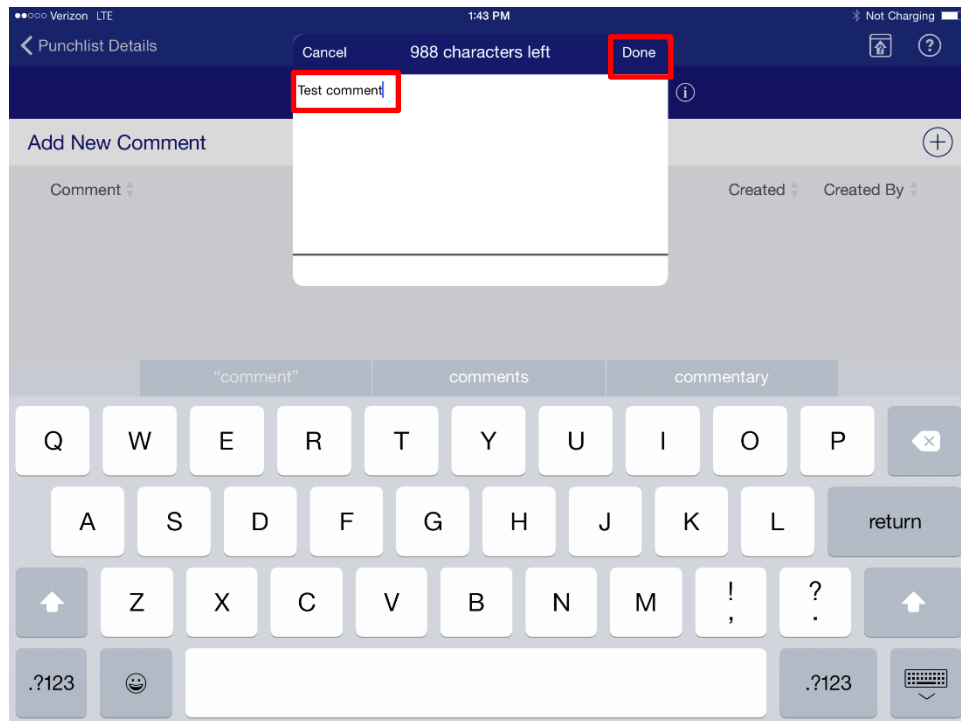


### Adding a new Comment

On the Comments screen, tap on the Add New Comment row.

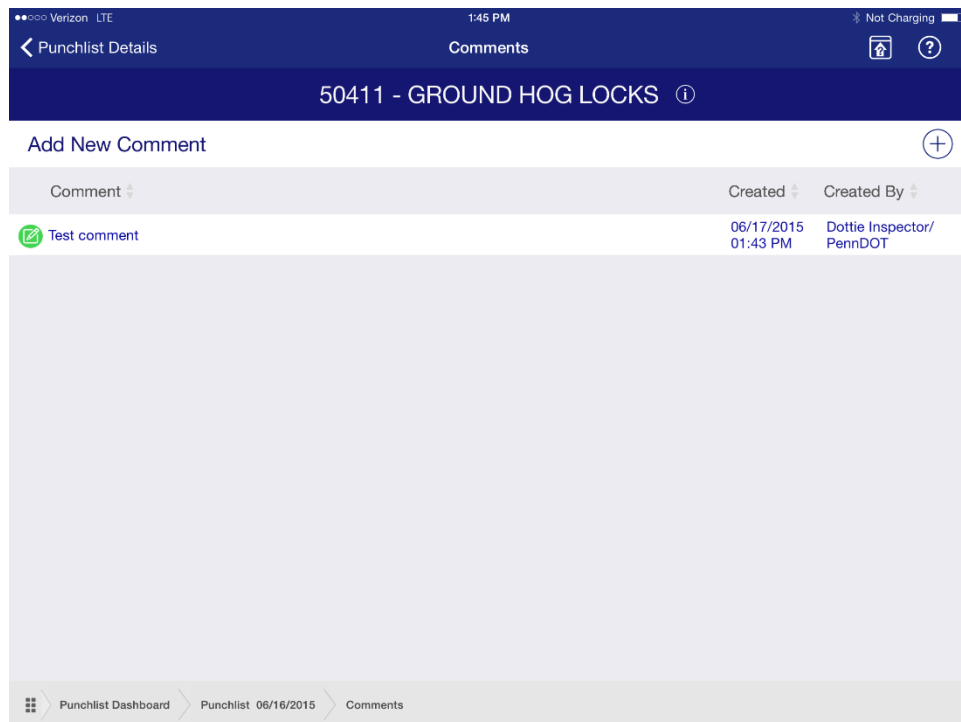


On the text window that displays, enter your comment. When complete, tap Done.

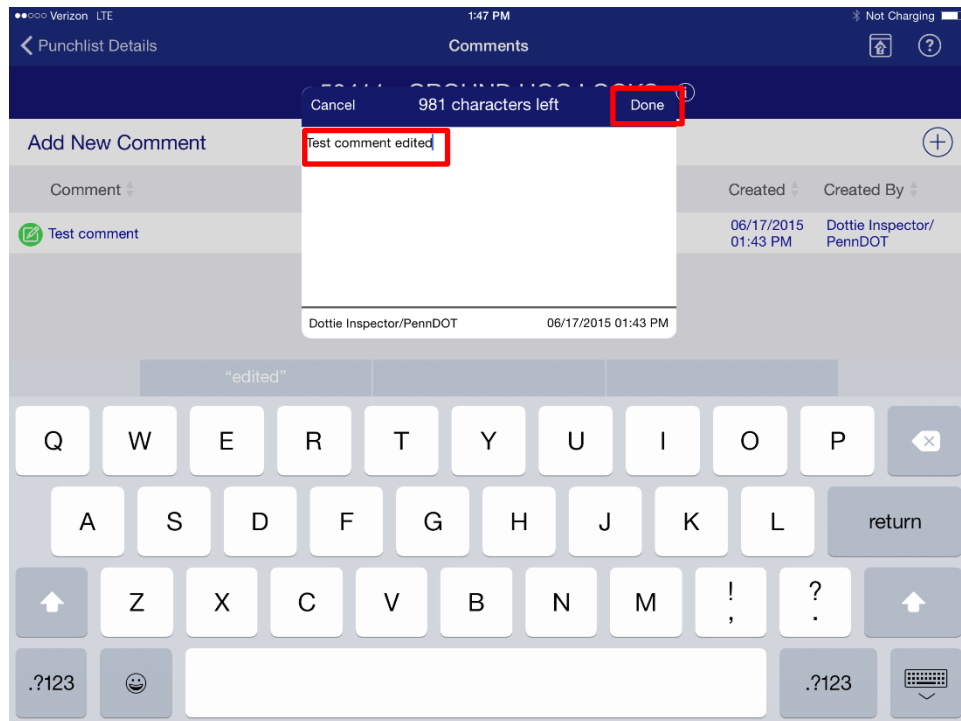


## Editing a comment

To edit a comment if the editable icon is displayed  tap the comment anywhere on its row.

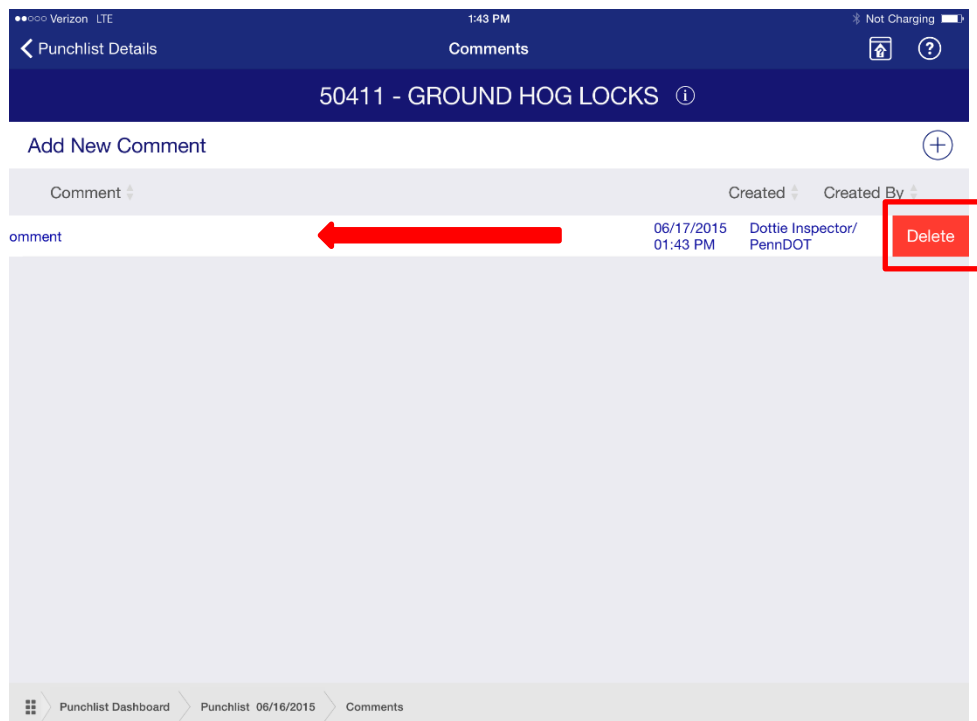


On the text window that displays, edit the comment as appropriate and tap Done.



## Deleting a Comment

To delete a comment, swipe from right to left on the comment row to display the delete button. Tap the delete button to delete the comment.

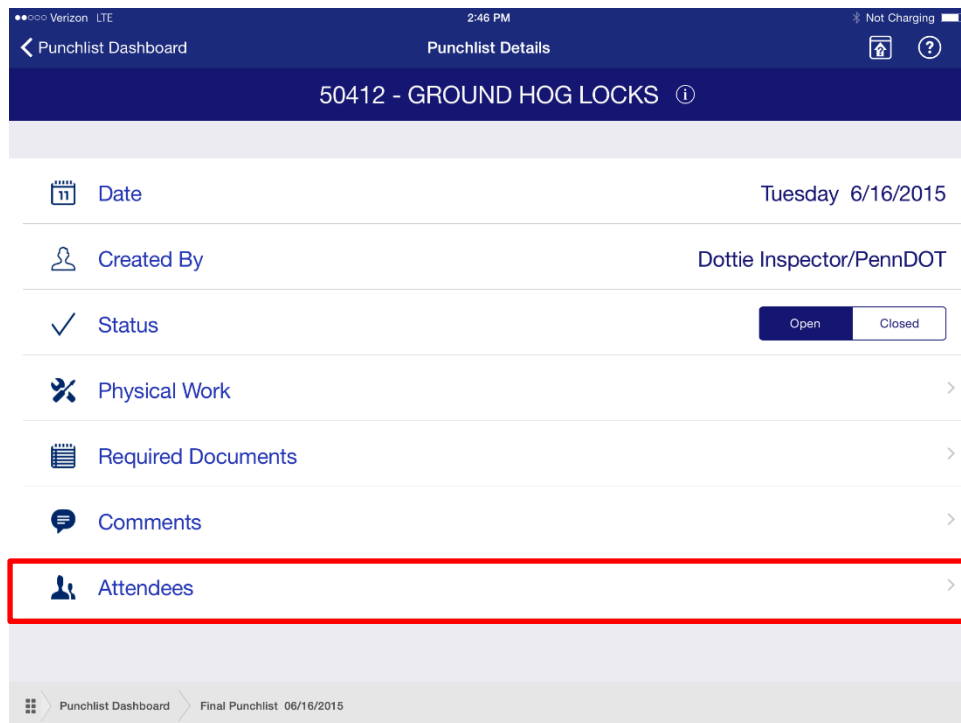


## Attendees

For Final Punchlists only, a section for Attendees is available.

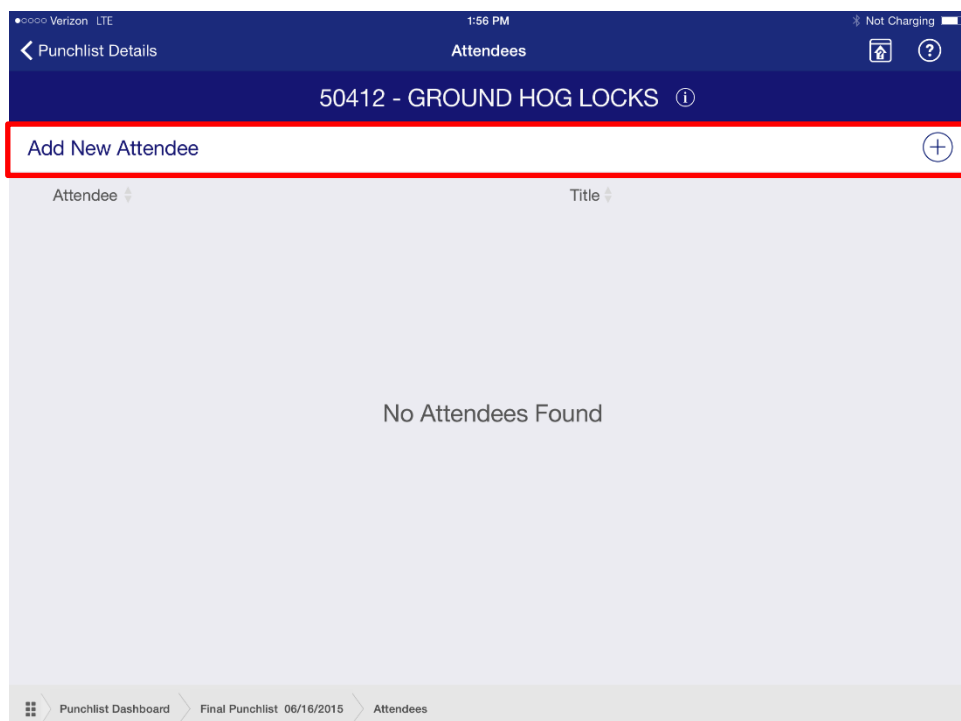
### Accessing Attendees

To access Attendees, tap anywhere on the Attendees row.

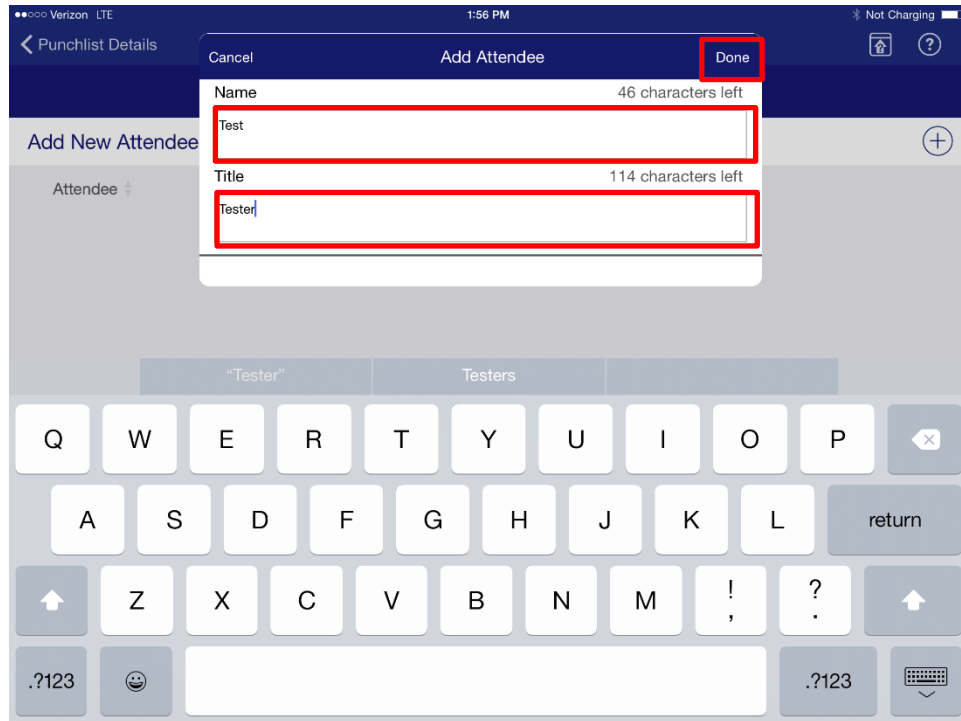


### Adding a new Attendee


On the Attendees screen, tap on the Add New Attendee row.

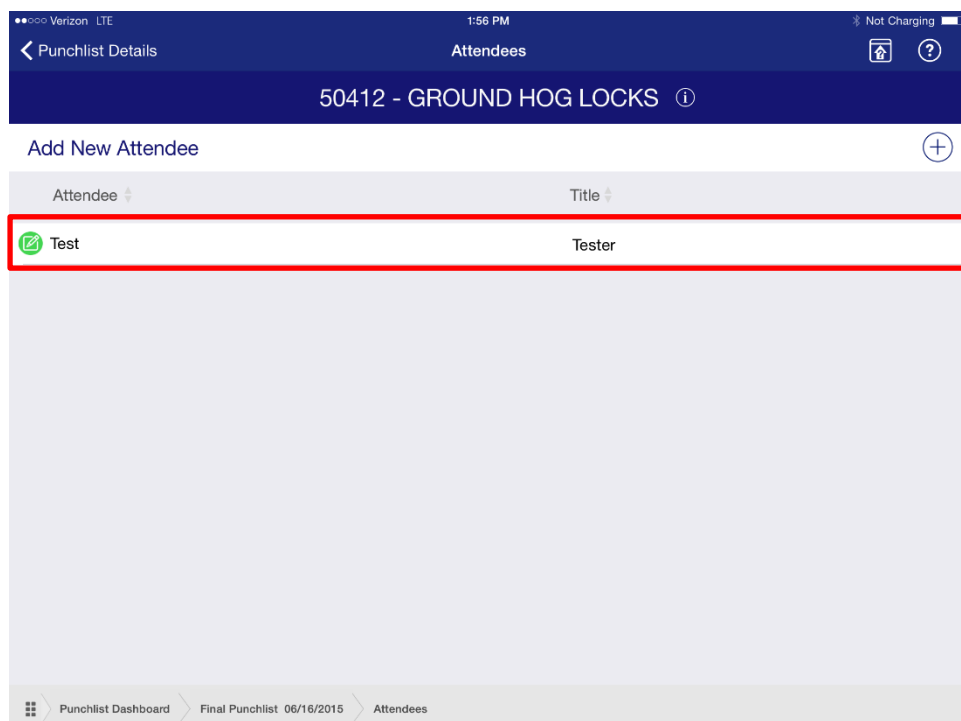


On the text window that displays, enter the attendee name (required) and title (if applicable). When complete, tap Done.

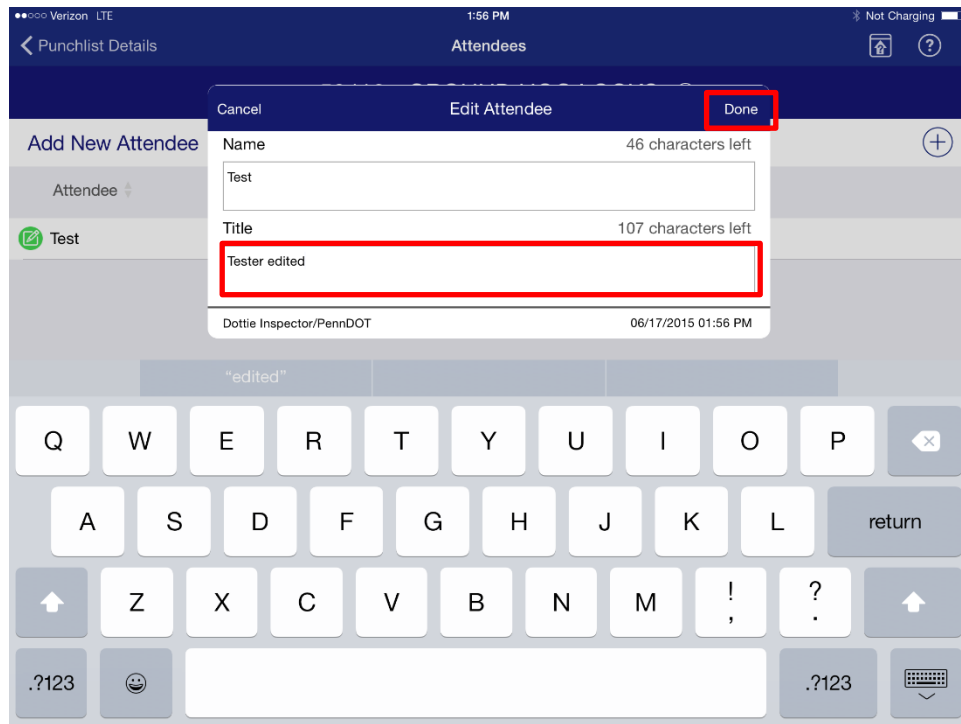


## Editing an Attendee

To edit an attendee if the editable icon is displayed  tap the attendee anywhere on its row.



On the text window that displays, edit the attendee as appropriate and tap Done.



## Deleting an Attendee

To delete an attendee, swipe from right to left on the attendee row to display the delete button. Tap the delete button to delete the attendee.

